

- D6b What is your race? (If Latino ask:) Are you white Latino, black Latino or some other race? (Else:) Are you white, African American or black, Asian or some other race?
- 1 White/White Latino
  - 2 African American/Black/Black Latino
  - 3 Asian
  - 4 Other
  - 8 Don't know
  - 9 Refused

- D7 Including your self, how many people are there living in your household?
- Range 1 – 30
- 98 Don't know
  - 99 Refused

- D8 Last year, that is in 2006, what was your total household income from all sources before taxes? Was it under or over \$40,000?
- 1 Under \$40,000
  - 2 Over \$40,000
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF INCOME LESS THAN \$40,000 (D8=1)

D9a Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 Less than \$10,000
- 2 \$10,000 to under \$15,000
- 3 \$15,000 to under \$20,000
- 4 \$20,000 to under \$25,000
- 5 \$25,000 to under \$30,000
- 6 \$30,000 to under \$35,000 or
- 7 \$35,000 to under \$40,000
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF INCOME MORE THAN \$40,000 (D8=2)

D9b Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 \$40,000 to under \$50,000
- 2 \$50,000 to under \$75,000
- 3 \$75,000 to under \$100,000
- 4 \$100,000 to under \$150,000 or
- 5 \$150,000 or more
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

- D10 Are you limited in any way in any activities because of physical, mental, or emotional problems?
- 1 Yes
  - 2 No
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF HAS DISABILITY (D10= 1).

- D11 Does this condition require you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone?
- 1 Yes
  - 2 No
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

**Thank you. That is all of the questions I have for you.**

\*This information collection is required for the EAC to meet its statutory requirements under the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301). Respondent's obligation to reply to this information collection is voluntary; respondents include the 50 States, and the District of Columbia. This information will be made publicly available on the EAC website at [www.eac.gov](http://www.eac.gov). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. pending (expires: to be determined). The time required to complete this information collection is estimated to average 1.25 hours per response. Comments regarding this burden estimate should be sent to the Program Manager – 2007 Study of the Feasibility and Advisability of Establishing a Program of Free Return Postage for Absentee Ballots, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

010163

Karen Lynn-Dyson/EAC/GOV

To Juliet E. Hodgkins/EAC/GOV@EAC

04/05/2007 05:44 PM

cc Laiza N. Otero/EAC/GOV@EAC

bcc

Subject Fw: The Survey

Julie-

I'm fairly certain that this does not need to go to the Commissioners but I think a legal OK is probably in order?

Thanks

Karen Lynn-Dyson  
Research Director  
U.S. Election Assistance Commission  
1225 New York Avenue, NW Suite 1100  
Washington, DC 20005  
tel:202-566-3123

----- Forwarded by Karen Lynn-Dyson/EAC/GOV on 04/05/2007 05:43 PM -----



Laiza N. Otero/EAC/GOV

04/05/2007 09:43 AM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc

Subject Fw: The Survey

Karen,

Does this survey have your approval/blessings for submission to OMB? Does it need to go through any other vetting with the legal staff or the commissioners prior to me doing all the paperwork for OMB and the FR? Thank you.

L.

----- Forwarded by Laiza N. Otero/EAC/GOV on 04/05/2007 09:41 AM -----



ernieh@aol.com

03/30/2007 06:30 PM

To klynndyson@eac.gov, lotero@eac.gov

cc

Subject The Survey

AOL now offers free email to everyone. Find out more about what's free from AOL at [AOL.com](http://AOL.com)



. EAC Free\_Return\_Postage\_QQ\_for\_OMB\_full\_package[1] 33007.doc

010164



Free or Reduced Return Postage Study  
Survey Questionnaire

Hello, my name is \_\_\_\_\_. We are conducting an important study for the U.S. Election Assistance Commission. This survey is for research purposes only, we are not selling anything and we are not associated with or being paid by any political party or candidate. Your participation is voluntary and will only take a few minutes of your time. All your answers will be strictly confidential. Am I speaking with someone 18 or older?

- S1** To make sure our survey includes many different kinds of people, I need to ask a few questions about who lives in your household. How many adults age 18 or older live in your household?
- 1** One—**GO TO S2**
  - 2** Two or more—**GO TO S3**

**ASK IF ONLY ONE ADULT AGE 18+ IN HH (S1=1)**

- S2** May I please speak to that person?
- 1** Continue with current respondent—**GO TO Q1**
  - 2** New respondent being brought to phone—**GO TO INTRO2**
  - 3** New respondent not available—**SCHEDULE CALL BACK**
  - 9** Refused—**TERMINATE**

**ASK IF MORE THAN ONE ADULT AGE 18+ IN HH (S1=2)**

- S3** May I please speak with the adult (18+) in your household who has most recently had a birthday. Are you this person?
- 1** Yes—**GO TO S4**
  - 2** No—**ASK TO SPEAK TO THAT PERSON AND REINTRODUCE THE SURVEY**

**S4** Because we are talking today about issues related to voting in the U.S., we only need to speak with people who are U.S. citizens. Are you currently a U.S. citizen or not?

- 1** Yes—**GO TO Q1**
- 2** No—**ASK FOR ANOTHER ADULT IN HH**

ASK ALL

- Q1 How would you rate your neighborhood as a place to live? Would you say it is excellent, good, fair or poor?
- 1 Excellent
  - 2 Good
  - 3 Fair
  - 4 Poor
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q2 And how interested are you in matters of politics and government? Would you say you are very interested, somewhat interested, not too interested or not interested at all?
- 1 Very interested
  - 2 Somewhat interested
  - 3 Not too interested
  - 4 Not interested at all
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q3 How much information do you feel you have about politics and current events in the United States today? Do you have a great deal of information, a fair amount, not too much or no information at all?
- 1 Great deal
  - 2 Fair amount
  - 3 Not too much
  - 4 None at all
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q4 And how much information do you feel you have about the way elections are organized in your community such as the rules about who can vote and when, where to go to vote, etc? Do you have a great deal of information, a fair amount, not too much or no information at all?
- 1 Great deal
  - 2 Fair amount
  - 3 Not too much
  - 4 None at all
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

010166

ASK ALL

- Q5 Some states are using an election system in which residents are allowed to CHOOSE if they want to cast their vote through the MAIL in the weeks leading up the election OR vote IN PERSON ON Election Day. Do you strongly favor, somewhat favor, somewhat oppose or strongly oppose allowing people to CHOOSE if they vote by mail before Election Day or vote in a booth ON Election Day?
- 1 Strongly favor
  - 2 Somewhat favor
  - 3 Somewhat oppose
  - 4 Strongly oppose
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF SOMEWHAT OR STRONGLY OPPOSE (Q5=3 or 4)

- Q6 There are many reasons why people may have reservations about voting by mail before election-day instead of in a booth on election-day. Can you tell me the main reason why you have reservations about people voting by mail before election-day? [ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [**Record verbatim**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q7 These days, many people are so busy they can't find time to register to vote, or move around so often they don't get a chance to re-register... Are you CURRENTLY registered to vote or haven't you been able to register so far? [IF RESPONDENT ANSWERS '1' YES, ASK, Are you registered to vote at your CURRENT address or are you registered to vote at some other previous address]
- 1 Yes, registered at current address
  - 2 Yes, registered at other/previous address
  - 3 No, not registered
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF REGISTERED TO VOTE (Q7=1 or 2)

- Q8 Every state has different regulations for voting by absentee ballot. If there were to be an election next week, do you know whether or not you would be eligible to vote by absentee ballot in your state?
- 1 Yes, eligible
  - 2 No, not eligible
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED TO VOTE AT PREVIOUS ADDRESS (Q7 = 2)

- Q9 Can you please tell me which state you are currently registered to vote in?
- 1 Gave response [**Record verbatim—OK to use official two letter abbreviations**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF NOT REGISTERED (Q7 = 3)

- Q10 Have you previously been registered to vote, or have you never been registered?
- 1 Previously registered
  - 2 Never registered
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF NOT REGISTERED (Q7 = 3)

- Q11 What would you say is the MAIN reason you're not registered to vote?  
[OPEN END; ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [**Record verbatim**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED OR PREVIOUSLY REGISTERED (Q7 = 1 OR Q7=2 OR Q10 = 1)

- Q12 Did you vote in the 2006 Election this past November for either a Senator or Congressperson?
- 1 Yes
  - 2 No
  - 3 Too young to vote/Not registered to vote at the time/Not eligible [DO NOT READ]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF VOTED IN 2006 ELECTION (Q12 = 1)

- Q13 In the 2006 congressional election, do you recall if you voted BEFORE Election Day, that is at an early voting site or with an absentee ballot, OR did you vote in-person at your polling place ON Election Day?
- 1 Before Election Day - Early Voting Site/Absentee
  - 2 In person at polling place on Election Day
  - 3 Dropped off absentee ballot on Election Day [DO NOT READ]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF VOTED IN 2006 BEFORE ELECTION DAY (Q13 = 1)

Q14 And did you vote BEFORE Election Day in person at an early voting site or did you mail in an absentee ballot?

- 1 In person at an early voting site
- 2 Mailed in absentee ballot
- 3 Dropped off absentee ballot on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED BY MAIL (Q14=2)

Q15 Did being able to vote by MAIL before Election Day make it a lot easier, somewhat easier, somewhat harder, a lot harder, or did it make no difference in your ability to vote?

- 1 A lot easier
- 2 Somewhat easier
- 3 Somewhat harder
- 4 A lot harder
- 5 No difference in ability to vote
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED OR PREVIOUSLY REGISTERED (Q7 = 1 OR Q7=2 OR Q10 = 1)

Q16 Did you vote in the 2004 Presidential election between George Bush and John Kerry?

- 1 Yes
- 2 No
- 3 Not 18 at the time/Not eligible [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2004 ELECTION (Q16 = 1)

Q17 In the 2004 Presidential election, do you recall if you voted BEFORE Election Day, that is at an early voting site, or with an absentee ballot, OR did you vote in-person at your polling place ON Election Day?

- 1 Before Election Day - Early Voting Site/Absentee
- 2 In person at polling place on Election Day
- 3 Dropped off absentee ballot on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2004 BEFORE ELECTION DAY (Q17 = 1)

Q18 And did you vote BEFORE Election Day in person at an early voting site or did you mail in an absentee ballot?

- 1 In person at an early voting site
- 2 Mailed in absentee ballot
- 3 Dropped off absentee ballot on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED BY MAIL (Q18=2)

- Q19 Did being able to vote by MAIL before Election Day make it a lot easier, somewhat easier, somewhat harder, a lot harder, or did it make no difference in your ability to vote?
- 1 A lot easier
  - 2 Somewhat easier
  - 3 Somewhat harder
  - 4 A lot harder
  - 5 No difference in ability to vote
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q20 Suppose that in addition to being able to vote IN-PERSON at the polls on Election Day, you also had the option of choosing to vote by MAIL before Election Day WITHOUT having to pay ANY postage. Would having these two options make it a lot more likely, somewhat more likely, somewhat less likely, a lot less likely to vote or would having the option to vote by mail WITHOUT paying ANY postage make no difference in your ability to vote?
- 1 A lot more likely
  - 2 Somewhat more likely
  - 3 Somewhat less likely
  - 4 A lot less likely
  - 5 No difference in ability to vote
  - 6 Already voting by mail without paying postage [DO NOT READ]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF MAIL WOULD MAKE MORE LIKELY TO VOTE (Q20=1 or 2)

- Q21 Please tell me the main reason you think you would be more likely to vote in elections if you had the option to vote by mail before Election Day. [ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [**Record verbatim**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF A LOT OR SOMEWHAT MORE LIKELY TO VOTE (Q20 = 1 OR 2)

- Q22 Suppose you were able to mail in your ballot before Election Day BUT you were required to PAY postage. Which of these do you think is most likely: 1) You would pay the postage and still vote by mail, 2) vote in person on Election Day instead, or 3) there is a chance you wouldn't be able to vote.  
[IF ASKED, the amount of postage depends on the size and weight of the ballot in your area—usually between 39 and 87 cents.]
- 1 Vote by mail anyway
  - 2 Vote in person
  - 3 Chance won't be able to vote
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

I would like to ask you a few final questions for statistical purposes. Please be assured that all of your responses will be kept entirely anonymous and absolutely confidential.

- D1     Record gender  
1       Male  
2       Female

ASK ALL

- D2     What is your age?  
Range 18-96  
97      97 or older  
98      Don't know  
99      Refused

ASK ALL

- D3     What is the highest level of education you received?  
1       High School or less  
2       Some College  
3       College Graduate  
4       Post graduate  
8       Don't know [DO NOT READ]  
9       Refused [DO NOT READ]

ASK ALL

- D4     What is your martial status: are you now married, widowed, divorced separated, or never married?  
1       Now married  
2       Widowed  
3       Divorced  
4       Separated  
5       Never married  
8       Don't know [DO NOT READ]  
9       Refused [DO NOT READ]

ASK ALL

- D5     Are you or someone in your household an active-duty member of the armed forces?  
1       Yes  
2       No  
8       Don't know [DO NOT READ]  
9       Refused [DO NOT READ]

- D5a    Which of the following best describes your current employment status—employed, self-employed, retired and not working, are you not in the labor force, or are you unemployed

and looking for work?

- 1 Employed
- 2 Self-employed
- 3 Retired and not working
- 4 Not in the labor force [INTERVIEWER, this includes homemakers]
- 6 Unemployed and looking for work
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED (D5a=1)

D5b Is this part-time or full-time?

- 1 Part-time
- 2 Full-time
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED OR SELF-EMPLOYED (D5a=1 or 2)

D5c What is your MAIN occupation?

- 1 Gave response
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED OR SELF-EMPLOYED (D5a=1 or 2)

D5d And would you characterize your occupation as...?

- 1 Executive/ high-level management
- 2 Professional/ middle manager
- 3 Technical/ administrative/ clerical
- 4 Service worker/ protective services
- 5 Skilled labor
- 6 Unskilled labor
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

D6a Are you yourself of Latino or Hispanic origin or descent, such as Mexican, Puerto Rican, Cuban, or some other Latin American background?

- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

010172

D6b What is your race? (If Latino ask:) Are you white Latino, black Latino or some other race? (Else:) Are you white, African American or black, Asian or some other race?

- 1 White/White Latino
- 2 African American/Black/Black Latino
- 3 Asian
- 4 Other
- 8 Don't know
- 9 Refused

D7 Including your self, how many people are there living in your household?

Range 1 – 30

- 98 Don't know
- 99 Refused

D8 Last year, that is in 2006, what was your total household income from all sources before taxes? Was it under or over \$40,000?

- 1 Under \$40,000
- 2 Over \$40,000
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF INCOME LESS THAN \$40,000 (D8=1)

D9a Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 Less than \$10,000
- 2 \$10,000 to under \$15,000
- 3 \$15,000 to under \$20,000
- 4 \$20,000 to under \$25,000
- 5 \$25,000 to under \$30,000
- 6 \$30,000 to under \$35,000 or
- 7 \$35,000 to under \$40,000
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF INCOME MORE THAN \$40,000 (D8=2)

D9b Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 \$40,000 to under \$50,000
- 2 \$50,000 to under \$75,000
- 3 \$75,000 to under \$100,000
- 4 \$100,000 to under \$150,000 or
- 5 \$150,000 or more
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

- D10 Are you limited in any way in any activities because of physical, mental, or emotional problems?
- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF HAS DISABILITY (D10= 1).

- D11 Does this condition require you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone?
- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

**Thank you. That is all of the questions I have for you.**

\*This information collection is required for the EAC to meet its statutory requirements under the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301). Respondent's obligation to reply to this information collection is voluntary; respondents include the 50 States, and the District of Columbia. This information will be made publicly available on the EAC website at [www.eac.gov](http://www.eac.gov). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. pending (expires: to be determined). The time required to complete this information collection is estimated to average 1.25 hours per response. Comments regarding this burden estimate should be sent to the Program Manager – 2007 Study of the Feasibility and Advisability of Establishing a Program of Free Return Postage for Absentee Ballots, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.



Laiza N. Otero/EAC/GOV

04/09/2007 04:20 PM

To ernieh@aol.com@GSAEXTERNAL

cc

bcc

Subject Re: Free Return Postage Package 

No problem, thank you! I know that Karen has also provided you comments/revisions. What I need is a summary of the changes that were done to the survey from the first version (the one posted on the FR in January) to this latest version.

Laiza

ernieh@aol.com



ernieh@aol.com

04/09/2007 04:16 PM

To lotero@eac.gov

cc

Subject Re: Free Return Postage Package

Laiza

I'm working on the changes now and should have them to you by the time you come in tomorrow.

Ernie

-----Original Message-----

From: lotero@eac.gov

To: ernieh@aol.com

Cc: klynndyson@eac.gov

Sent: Fri, 6 Apr 2007 8:03 AM

Subject: Re: Fwd: Free Return Postage Package

Hi Ernieh,

Were there changes made to the survey (questions added or removed, items rephrased to increase clarity, etc.) during this period? In other words, is the draft you sent for the 30-days exactly the same as the one we posted for comments in January? I need to note these changes for OMB purposes. Thank you!

Laiza

[ernieh@aol.com](mailto:ernieh@aol.com)

010175

03/30/2007 06:27  
PM

To  
[klynndyson@eac.gov](mailto:klynndyson@eac.gov), [lotero@eac.gov](mailto:lotero@eac.gov)  
cc

Subject  
Fwd: Free Return Postage Package

Karen, Laiza:

Here is all the material needed for the OMB submission for the Free Return Postage survey. Please let me know if you have any questions.

1. Information Collection Request

- OMB Form 83-I
- Supporting Statement A
- Supporting Statement B
- Copy of 60 day Federal Register Notice
- Copy of 30 day Federal Register Notice to be submitted to post in Register
- Summary of public comments received, including actions in response to the comments
- Copies of pertinent statutory authority and regulations

AOL now offers free email to everyone. Find out more about what's free from AOL at [AOL.com](http://AOL.com). [attachment "FABP.60\_Day\_FR\_Notice.1.23.2007.pdf" deleted by Laiza N. Otero/EAC/GOV] [attachment "HAVA\_246.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "OMB\_83-I\_form\_1.pdf" deleted by Laiza N. Otero/EAC/GOV] [attachment "Summary\_of\_Public\_Comments\_for\_Free\_Return\_Postage.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Federal\_Register\_Notice-\_Survey\_30\_days.doc" deleted by Laiza N. Otero/EAC/GOV] [attachment "Supporting\_Statements\_A\_and\_B\_SURVEY.doc" deleted by Laiza N. Otero/EAC/GOV]

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010176



"Karen Buerkle "  
<KBuerkle@ifes.org>  
04/09/2007 11:20 AM

To lotero@eac.gov  
cc ernieh@aol.com, klynndyson@eac.gov  
bcc

Subject RE: Free Return Postage Package

History:

✉ This message has been replied to.

We did not make any changes due to public comments. As you saw, we responded to the one comment that came in but did not make any changes. We revised the questionnaire to modify certain questions when administered to Puerto Rico (the previous version did not), made some small changes to respond to some of the things we got from the Postal commission, and I fiddled a tiny bit to improve the question wording in a few cases. Nothing that had a substantial (or even moderate) impact on the material covered by the questionnaire.

Does this help?

---

**From:** lotero@eac.gov [mailto:lotero@eac.gov]  
**Sent:** Monday, April 09, 2007 10:06 AM  
**To:** Karen Buerkle  
**Cc:** ernieh@aol.com; klynndyson@eac.gov  
**Subject:** RE: Free Return Postage Package

Hi Karen,

Hope all is well. My question was regarding the changes done to the questions themselves on the questionnaire, not the burden hours (which you did provide in the supporting statement and I assume were calculated for the latest version). But were questions: added, deleted, rephrased, moved within the survey, etc.?

Thank you! - - - - Laiza

"Karen Buerkle " <KBuerkle@ifes.org>

04/06/2007 04:28 PM

To ernieh@aol.com, lotero@eac.gov  
cc  
Subject RE: Free Return Postage Package

There were no significant changes in the burden hours. There were some changes in the questionnaire but we are still within the originally estimated time. I believe we have the burden hours calculated somewhere in the paperwork we gave you. Sorry, but I don't have it with me at the moment to look it up.

010177

---

**From:** ernieh@aol.com [mailto:ernieh@aol.com]  
**Sent:** Friday, April 06, 2007 11:45 AM  
**To:** lotero@eac.gov  
**Cc:** Karen Buerkle  
**Subject:** Re: Free Return Postage Package

Laiza  
I am forwarding to Karen Buerkle for reply.  
Ernie

-----Original Message-----

**From:** lotero@eac.gov  
**To:** ernieh@aol.com  
**Cc:** klynndyson@eac.gov  
**Sent:** Fri, 6 Apr 2007 8:03 AM  
**Subject:** Re: Fwd: Free Return Postage Package

Hi Ernieh,

Were there changes made to the survey (questions added or removed, items rephrased to increase clarity, etc.) during this period? In other words, is the draft you sent for the 30-days exactly the same as the one we posted for comments in January? I need to note these changes for OMB purposes.  
Thank you!

Laiza

ernieh@aol.com

03/30/2007 06:27  
PM

To  
klynndyson@eac.gov, lotero@eac.gov  
cc

Subject  
Fwd: Free Return Postage Package

010178

Karen, Laiza:

Here is all the material needed for the OMB submission for the Free Return Postage survey. Please let me know if you have any questions.

1. Information Collection Request

- OMB Form 83-I
- Supporting Statement A
- Supporting Statement B
- Copy of 60 day Federal Register Notice
- Copy of 30 day Federal Register Notice to be submitted to post in Register
- Summary of public comments received, including actions in response to the comments
- Copies of pertinent statutory authority and regulations

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010179



Laiza N. Otero/EAC/GOV

04/09/2007 11:39 AM

To "Karen Buerkle" <KBuerkle@ifes.org>@GSAEXTERNAL

cc Karen Lynn-Dyson/EAC/GOV@EAC, ernieh@aol.com

bcc

Subject RE: Free Return Postage Package

Yes, sort of; I apologize if I have not been clear. What I wanted to know were the changes you did to the survey like what you mention regarding Puerto Rico, the Postal Commission, and improving the wording. These are revisions and I need to note those; if you have a record or notes of those changes in more detail I would greatly appreciate it. I need to include them in the FR notice and for OMB.

Thank you!

Laiza

"Karen Buerkle" <KBuerkle@ifes.org>



"Karen Buerkle "  
<KBuerkle@ifes.org>

04/09/2007 11:20 AM

To lotero@eac.gov

cc ernieh@aol.com, klynndyson@eac.gov

Subject RE: Free Return Postage Package

We did not make any changes due to public comments. As you saw, we responded to the one comment that came in but did not make any changes. We revised the questionnaire to modify certain questions when administered to Puerto Rico (the previous version did not), made some small changes to respond to some of the things we got from the Postal commission, and I fiddled a tiny bit to improve the question wording in a few cases. Nothing that had a substantial (or even moderate) impact on the material covered by the questionnaire.

Does this help?

---

**From:** lotero@eac.gov [mailto:lotero@eac.gov]

**Sent:** Monday, April 09, 2007 10:06 AM

**To:** Karen Buerkle

**Cc:** ernieh@aol.com; klynndyson@eac.gov

**Subject:** RE: Free Return Postage Package

Hi Karen,

Hope all is well. My question was regarding the changes done to the questions themselves on the questionnaire, not the burden hours (which you did provide in the supporting statement and I assume were calculated for the latest version). But were questions: added, deleted, rephrased, moved within the survey, etc.?

Thank you! - - - - Laiza

010180

"Karen Buerkle" <KBuerkle@ifes.org>

04/06/2007 04:28 PM

To: ernieh@aol.com, lotero@eac.gov  
cc

Subject: RE: Free Return Postage Package

There were no significant changes in the burden hours. There were some changes in the questionnaire but we are still within the originally estimated time. I believe we have the burden hours calculated somewhere in the paperwork we gave you. Sorry, but I don't have it with me at the moment to look it up.

---

**From:** ernieh@aol.com [mailto:ernieh@aol.com]  
**Sent:** Friday, April 06, 2007 11:45 AM  
**To:** lotero@eac.gov  
**Cc:** Karen Buerkle  
**Subject:** Re: Free Return Postage Package

Laiza  
I am forwarding to Karen Buerkle for reply.  
Ernie

-----Original Message-----

**From:** lotero@eac.gov  
**To:** ernieh@aol.com  
**Cc:** klynndyson@eac.gov  
**Sent:** Fri, 6 Apr 2007 8:03 AM  
**Subject:** Re: Fwd: Free Return Postage Package

Hi Ernieh,

Were there changes made to the survey (questions added or removed, items rephrased to increase clarity, etc.) during this period? In other words, is the draft you sent for the 30-days exactly the same as the one we posted for comments in January? I need to note these changes for OMB purposes.  
Thank you!

010181

Laiza

ernieh@aol.com

03/30/2007 06:27

PM

To  
klynndyson@eac.gov, lotero@eac.gov  
cc

Subject  
Fwd: Free Return Postage Package

Karen, Laiza:

Here is all the material needed for the OMB submission for the Free Return Postage survey. Please let me know if you have any questions.

1. Information Collection Request

- . OMB Form 83-I
- . Supporting Statement A
- . Supporting Statement B
- . Copy of 60 day Federal Register Notice
- . Copy of 30 day Federal Register Notice to be submitted to post in Register
- . Summary of public comments received, including actions in response to the comments
- . Copies of pertinent statutory authority and regulations

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ernieh@aol.com  
04/11/2007 01:55 PM

To: lotero@eac.gov, klynndyson@eac.gov  
cc  
bcc  
Subject: Fwd: OMB Clearance Package: Focus Groups

Laiza and Keren

Attached is the OMB package for the Absentee Ballot Focus Groups. We are waiting for further instructions from GovWorks, but I don't think we need to hold up the OMB submission pending that....do we?

Ernie

-----Original Message-----

From: RSharma@ifes.org  
To: ernieh@aol.com  
Sent: Wed, 11 Apr 2007 10:44 AM  
Subject: FW: OMB Clearance Package: Focus Groups

[Original message attached...]

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----- Message from "Rakesh Sharma" <RSharma@ifes.org> on Wed, 11 Apr 2007 13:44:53 -0400 -----

To: ernieh@aol.com

**Subject:** FW: OMB Clearance Package: Focus Groups

Hi Ernie,

Katie has compiled the OMB package for the postage focus groups. This is ready to go for clearance.

Rakesh

---

**From:** Kathleen Holzwart  
**Sent:** Wednesday, April 11, 2007 1:37 PM  
**To:** Rakesh Sharma  
**Cc:** Karen Buerkle  
**Subject:** OMB Clearance Package: Focus Groups

I had to make an adjustment. Please send these attached documents.




1. Information Collection Request



- OMB Form 83-I
- Supporting Statement A and B
- Copy of 60 day Federal Register Notice
- Copy of 30 day Federal Register Notice **to be submitted to post in Register**




010184


- Summary of public comments received; including actions in response to the comments
- Copies of pertinent statutory authority and regulations
- Focus Group Materials, 3

Katie M. Holzwart  
 Research Associate  
 F. Clifton White Applied Research Center  
 for Democracy and Elections  
 IFES - democracy-at-large  
 (202) 350-6831  
[kholtzwart@ifes.org](mailto:kholtzwart@ifes.org)

 OMB 834 FRP focus groups.pdf
  HAVA Section 246.doc
  60 Day FR Notice Vol 71 No 219 Page 66321 focus groups.pdf

 Supporting statement A and B Focus groups.doc
  Summary of Public Comments for Free Return Postage Focus Groups.doc

 Low Income Discussion Guide.doc
  People with Disabilities Discussion Guide.doc
  Senior Citizen Discussion Guide.doc

 Federal Register Notice - 30 day Focus Groups.doc

# PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

<p>1. Agency/Subagency originating request</p> <p>Election Assistance Commission</p>	<p>2. OMB control number <span style="float: right;">b. <input checked="" type="checkbox"/> None</span></p> <p>a. _____</p>
<p>3. Type of information collection (check one)</p> <p>a. <input checked="" type="checkbox"/> New collection</p> <p>b. <input type="checkbox"/> Revision of a currently approved collection</p> <p>c. <input type="checkbox"/> Extension, without change, of a currently approved collection</p> <p>d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired</p> <p>e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired</p> <p>f. <input type="checkbox"/> Existing collection in use without an OMB control number</p>	<p>4. Type of review requested (check one)</p> <p>a. <input checked="" type="checkbox"/> Regular</p> <p>b. <input type="checkbox"/> Emergency - Approval requested by: ____/____/____</p> <p>c. <input type="checkbox"/> Delegated</p>
<p>3a. Public Comments</p> <p>Has the agency received public comments on this information collection?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>5. Small entities</p> <p>Will this information collection have a significant economic impact on a substantial number of small entities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Requested expiration date</p> <p>a. <input checked="" type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: ____/____/____</p>	
<p>7. Title</p> <p>Study of the Feasibility and Advisability of Establishing a Program of Free Return or Reduced Postage for Absentee Ballots</p>	
<p>8. Agency form number(s) (if applicable)</p> <p>NA</p>	
<p>9. Keywords</p> <p>Elections, Postal Service, Aged, Individuals with disabilities,</p>	
<p>10. Abstract</p> <p>The Help America Vote Act requires the EAC to conduct a study on the feasibility of establishing a program under which the U.S. Postal Service shall waive or reduce the amount of postage for absentee ballots. The study will conduct nine focus groups comprised of potential beneficiaries of the program, including the elderly, individuals with disabilities and the impoverished. Using this information, the EAC will submit a required report to Congress with recommendations for action.</p>	
<p>11. Affected public (Mark primary with "P" and all others that apply with "X")</p> <p>a. <u>P</u> Individuals or households d. <input type="checkbox"/> Farms</p> <p>b. <input type="checkbox"/> Business or other for-profit e. <input type="checkbox"/> Federal Government</p> <p>c. <input type="checkbox"/> Not-for-profit institutions f. <input type="checkbox"/> State, Local or Tribal Government</p>	<p>12. Obligation to respond (Mark primary with "P" and all others that apply with "X")</p> <p>a. <input type="checkbox"/> Voluntary</p> <p>b. <input type="checkbox"/> Required to obtain or retain benefits</p> <p>c. <input type="checkbox"/> Mandatory</p>
<p>13. Annual reporting and recordkeeping hour burden</p> <p>a. Number of respondents <u>108</u></p> <p>b. Total annual responses <u>108</u></p> <p>1. Percentage of these responses collected electronically <u>0</u> %</p> <p>c. Total annual hours requested <u>135</u></p> <p>d. Current OMB inventory <u>0</u></p> <p>e. Difference <u>135</u></p> <p>f. Explanation of difference</p> <p>1. Program change <u>135</u></p> <p>2. Adjustment _____</p>	<p>14. Annual reporting and recordkeeping cost burden (in thousands of dollars)</p> <p>a. Total annualized capital/startup costs <u>0</u></p> <p>b. Total annual costs (O&amp;M) <u>0</u></p> <p>c. Total annualized cost requested <u>0</u></p> <p>d. Current OMB inventory <u>0</u></p> <p>e. Difference <u>0</u></p> <p>f. Explanation of difference</p> <p>1. Program change <u>0</u></p> <p>2. Adjustment <u>0</u></p>
<p>15. Purpose of information collection (Mark primary with "P" and all others that apply with "X")</p> <p>a. <input type="checkbox"/> Application for benefits e. <input checked="" type="checkbox"/> Program planning or management</p> <p>b. <input type="checkbox"/> Program evaluation f. <input checked="" type="checkbox"/> Research</p> <p>c. <input type="checkbox"/> General purpose statistics g. <input checked="" type="checkbox"/> Regulatory or compliance</p> <p>d. <input type="checkbox"/> Audit</p>	<p>16. Frequency of recordkeeping or reporting (check all that apply)</p> <p>a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure</p> <p>c. <input checked="" type="checkbox"/> Reporting</p> <p>1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly</p> <p>4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually</p> <p>7. <input type="checkbox"/> Biennially 8. <input checked="" type="checkbox"/> Other (describe) <u>Once</u></p>
<p>17. Statistical methods</p> <p>Does this information collection employ statistical methods?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Agency contact (person who can best answer questions regarding the content of this submission)</p> <p>Name: <u>Laiza N. Otero</u></p> <p>Phone: <u>(202) 566-2209</u></p>

## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

# Instructions For Completing OMB Form 83-I

Please answer all questions and have the Senior Official or designee sign the form. These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

## 1. Agency/Subagency originating request

Provide the name of the agency or subagency originating the request. For most cabinet-level agencies, a subagency designation is also necessary. For non-cabinet agencies, the subagency designation is generally unnecessary.

## 2. OMB control number

a. If the information collection in this request has previously received or now has an OMB control or comment number, enter the number.

b. Check "None" if the information collection in this request has not previously received an OMB control number. Enter the four digit agency code for your agency.

## 3. Type of information collection (check one)

a. Check "New collection" when the collection has not previously been used or sponsored by the agency.

b. Check "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.

c. Check "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.

d. Check "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.

e. Check "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is change to the collection.

f. Check "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.

## 4. Type of review requested (check one)

a. Check "Regular" when the collection is submitted under 5 CFR 1320.10, 1320.11, or 1320.12 with a standard 60 day review schedule.

b. Check "Emergency" when the agency is submitting the request under 5 CFR 1320.13 for emergency processing and provides the required supporting material. Provide the date by which the agency requests approval.

c. Check "Delegated" when the agency is submitting the collection under the conditions OMB has granted the agency delegated authority.

## 5. Small entities

Indicate whether this information collection will have a significant impact on a substantial number of small entities. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

## 6. Requested expiration date

a. Check "Three years" if the agency requests a three year approval for the collection.

b. Check "Other" if the agency requests approval for less than three years. Specify the month and year of the requested expiration date.

## 7. Title

Provide the official title of the information collection. If an official title does not exist, provide a description which will distinguish this collection from others.

## 8. Agency form number(s) (if applicable)

Provide any form number the agency has assigned to this collection of information. Separate each form number with a comma.

## 9. Keywords

Select and list at least two keywords (descriptors) from the "Federal Register Thesaurus of Indexing Terms" that describe the subject area(s) of the information collection. Other terms may be used but should be listed after those selected from the thesaurus. Separate keywords with commas. Keywords should not exceed two lines of text.

## 10. Abstract

Provide a statement, limited to five lines of text, covering the agency's need for the information, uses to which it will be put, and a brief description of the respondents.

## 11. Affected public

Mark all categories that apply, denoting the primary public with a "P" and all others that apply with "X."

## 12. Obligation to respond

Mark all categories that apply, denoting the primary obligation with a "P" and all others that apply with "X."

a. Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.

b. Mark "Required to obtain or retain benefits" when the response is elective, but is required to obtain or retain a benefit.

c. Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

## 13. Annual reporting and recordkeeping hour burden

a. Enter the number of respondents and/or recordkeepers. If a respondent is also a recordkeeper, report the respondent only once.

b. Enter the number of responses provided annually. For recordkeeping as compared to reporting activity, the number of responses equals the number of recordkeepers.

b1. Enter the estimated percentage of responses that will be submitted/collected electronically using magnetic media (i.e., diskette), electronic mail, or electronic data interchange. Facsimile is **not** considered an electronic submission.

c. Enter the total annual recordkeeping and reporting hour burden.

d. Enter the burden hours currently approved by OMB for this collection of information. Enter zero (0) for any new submission or for any collection whose OMB approval has expired.

e. Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parentheses.

f. Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.

f.1. "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revision of existing collections (e.g., the addition or deletion of questions) are recorded as program changes.

f.2. "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimates or action not controllable by the Federal government are recorded as adjustments.

## 14. Annual reporting and recordkeeping cost burden (in thousands of dollars)

The costs identified in this item must exclude the cost of hour burden identified in Item 13.

a. Enter the total dollar amount of annualized cost for all respondents of any associated capital or start-up costs.

b. Enter recurring annual dollar amount of cost for all respondents associated with operating or maintaining systems or purchasing services.

c. Enter total (14.a. + 14.b.) annual reporting and recordkeeping cost burden.

d. Enter any cost burden currently approved by OMB for this collection of information. Enter zero (0) if this is the first submission after October 1, 1995.

e. Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parentheses.

f. Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.

f.1. "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revisions or changes resulting in cost changes are recorded as program changes.

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f.2. "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimations or actions not controllable by the Federal government are recorded as adjustments.

#### 15. Purpose of information collection

Mark all categories that apply, denoting the primary purpose with a "P" and all others that apply with "X."

a. Mark "Application for benefits" when the purpose is to participate in, receive, or qualify for a grant, financial assistance, etc., from a Federal agency or program.

b. Mark "Program evaluation" when the purpose is a formal assessment, through objective measures and systematic analysis, of the manner and extent to which Federal programs achieve their objectives or produce other significant effects.

c. Mark "General purpose statistics" when the data is collected chiefly for use by the public or for general government use without primary reference to the policy or program operations of the agency collecting the data.

d. Mark "Audit" when the purpose is to verify the accuracy of accounts and records.

e. Mark "Program planning or management" when the purpose relates to progress reporting, financial reporting and grants management, procurement and quality control, or other administrative information that does not fit into any other category.

f. Mark "Research" when the purpose is to further the course of research, rather than for a specific program purpose.

g. Mark "Regulatory or compliance" when the purpose is to measure compliance with laws or regulations.

#### 16. Frequency of recordkeeping or reporting

Check "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Check "Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

Check "Reporting" for information collections that involve reporting and check the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, check "On occasion."

#### 17. Statistical methods

Check "Yes" if the information collection uses statistical methods such as sampling or imputation. Generally, check "No" for applications and audits (unless a random auditing scheme is used). Check "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided in accordance with Section B of the Supporting Statement.

#### 18. Agency contact

Provide the name and telephone number of the agency person best able to answer questions regarding the content of this submission.

#### 19. Certification for Paperwork Reduction Act Submissions

The Senior Official or designee signing this statement certifies that the collection of information encompassed by the request complies with 5 CFR 1320.9. Provisions of this certification that the agency cannot comply with should be identified here and fully explained in item 18 of the attached Supporting Statement. NOTE: The Office that "develops" and "uses" the information to be collected is the office that "conducts or sponsors" the collection of information. (See 5 CFR 1320.3(d)).

## Certification Requirement for Paperwork Reduction Act Submissions

5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information--

"(a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

"(b) is not unnecessarily duplicative of information otherwise reasonably accessible to the agency;

"(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. § 601(6)), the use of such techniques as:

"(1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

"(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collections of information, or any part thereof;

"(3) an exemption from coverage of the collection of information, or any part thereof;

"(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

"(e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;

"(f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;

"(g) informs potential respondents of the information called for under §1320.8(b)(3); [see below]

"(h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

"(i) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

"(j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public."

NOTE: 5 CFR 1320.8(b)(3) requires that each collection of information:

"(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

"(i) the reasons the information is planned to be and/or has been collected;

"(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

"(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

"(iv) whether responses to the collection of information are voluntary, require to obtain or retain a benefit (citing authority) or mandatory (citing authority);

"(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

"(vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."

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# Supporting Statement for Paperwork Reduction Act Submissions

## General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

## Specific Instructions

### A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.
2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.
3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.
4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.
5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.
6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.
7. Explain any special circumstances that would cause an information collection to be conducted in a manner:
  - \* requiring respondents to report information to the agency more often than quarterly;
  - \* requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
  - \* requiring respondents to submit more than an original and two copies of any document;

- \* requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- \* in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- \* requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- \* that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- \* requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.  
Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.  
Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information

is requested, and any steps to be taken to obtain their consent.

12. Provide estimates of the hour burden of the collection of information. The statement should:
  - \* Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
  - \* If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.
  - \* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).
  - \* The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
  - \* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use

existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

\* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

#### **B. Collections of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:

- \* Statistical methodology for stratification and sample selection,
- \* Estimation procedure,
- \* Degree of accuracy needed for the purpose described in the justification,
- \* Unusual problems requiring specialized sampling procedures, and
- \* Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

**SEC. 246. <<NOTE: 42 USC 15386.>> STUDY AND REPORT ON FREE ABSENTEE  
BALLOT POSTAGE.**

**(a) Study on the Establishment of a Free Absentee Ballot Postage  
Program.--**

(1) In general.--The Commission, in consultation with the Postal Service, shall conduct a study on the feasibility and advisability of the establishment of a program under which the Postal Service shall waive or otherwise reduce the amount of postage applicable with respect to absentee ballots submitted by voters in general elections for Federal office (other than balloting materials mailed under section 3406 of title 39, United States Code) that does not apply with respect to the postage required to send the absentee ballots to voters.

(2) Public survey.--As part of the study conducted under paragraph (1), the Commission shall conduct a survey of potential beneficiaries under the program described in such paragraph, including the elderly and disabled, and shall take into account the results of such survey in determining the feasibility and advisability of establishing such a program.

**(b) Report.--**

(1) <<NOTE: Deadline.>> Submission.--Not later than the date that is 1 year after the date of the enactment of this Act, the Commission shall submit to Congress a report on the study conducted under subsection (a)(1) together with recommendations for such legislative and administrative action as the Commission determines appropriate.

(2) Costs.--The report submitted under paragraph (1) shall contain an estimate of the costs of establishing the program described in subsection (a)(1).

(3) Implementation.--The report submitted under paragraph (1) shall contain an analysis of the feasibility of implementing the program described in subsection (a)(1) with respect to the absentee ballots to be submitted in the general election for Federal office held in 2004.

(4) Recommendations regarding the elderly and disabled.--The report submitted under paragraph (1) shall--

(A) include recommendations on ways that program described in subsection (a)(1) would target elderly individuals and individuals with disabilities; and

(B) identify methods to increase the number of such individuals who vote in elections for Federal office.

(c) Postal Service Defined.--The term "Postal Service" means the United States Postal Service established under section 201 of title 39, United States Code.

compensation is based primarily on student academic achievement.

(d) *Quality of the Management Plan and Key Personnel* (15 points).

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, milestones, and processes for continuous improvement to accomplish project tasks.

(2) The qualifications, including experience, education, and training of proposed key personnel.

(e) *Evaluation* (10 points).

(1) The extent to which the applicant's evaluation plan includes the use of objective measures that are clearly related to the goals of the project to raise student achievement and increase teacher effectiveness, including the extent to which the evaluation will produce quantitative and qualitative data.

(2) The extent to which the applicant includes adequate evaluation procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(3) The extent to which the applicant commits to participating in a rigorous national evaluation that will provide a common design methodology, data collection instruments, and performance measures for all grantees funded under this competition.

## VI. Award Administration Information

1. *Award Notices*: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. *Administrative and National Policy Requirements*: We identify administrative and national policy requirements in the application package and reference these and other requirements in the *Applicable Regulations* section of this notice.

We reference the regulations outlining the terms and conditions of an award in the *Applicable Regulations* section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. *Reporting*: At the end of the project period, recipients must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the

most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. *Performance Measures*: Pursuant to the Government Performance and Results Act (GPRA), the Department has established the following performance measures that it will use to evaluate the overall effectiveness of the grantee's project, as well as the TIF program as a whole:

(1) Changes in LEA personnel deployment practices, as measured by changes over time in the percentage of teachers and principals in high-need schools who have a record of effectiveness; and

(2) Changes in teacher and principal compensation systems in participating LEAs, as measured by the percentage of a district's personnel budget that is used for performance-related payments to effective (as measured by student achievement gains) teachers and principals.

All grantees will be expected to submit an annual performance report documenting their success in addressing these performance measures. The Department will use the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning technical assistance.

## VII. Agency Contacts

### FOR FURTHER INFORMATION CONTACT:

April Lee, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W229, Washington, DC 20202-6200. Telephone number: (202) 205-5224 or by e-mail: [tif@ed.gov](mailto:tif@ed.gov) or by Internet at the following Web site: <http://www.ed.gov/programs/teacherincentive/index.html>.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the individuals listed in this section.

## VIII. Other Information

*Electronic Access to This Document*: You may view this document, as well as all other documents of this Department published in the **Federal Register**, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: <http://www.ed.gov/news/fedregister>.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about

using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

**Note**: The official version of this document is the document published in the **Federal Register**. Free Internet access to the official edition of the **Federal Register** and the Code of Federal Regulations is available on GPO Access at: <http://www.gpoaccess.gov/nara/index.html>.

Dated: November 8, 2006.

**Henry L. Johnson,**

*Assistant Secretary for Elementary and Secondary Education.*

[FR Doc. E6-19193 Filed 11-13-06; 8:45 am]

BILLING CODE 4000-01-P

## ELECTION ASSISTANCE COMMISSION

### Information Collection; Study of the Feasibility and Advisability of Establishing a Program of Free Return or Reduced Postage for Absentee Ballots—Focus Groups

**AGENCY**: U.S. Election Assistance Commission (EAC).

**ACTION**: Notice; request for comments.

**SUMMARY**: The EAC, as part of its continuing effort to reduce paperwork and respondent burden in accordance with the Paperwork Reduction Act of 1995, invites the general public and other Federal agencies to take this opportunity to comment on a proposed information collection. Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents. Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

**DATES**: Written comments must be submitted on or before January 11, 2007.

**ADDRESSES**: Submit comments and recommendations on the proposed information collection in writing to the U.S. Election Assistance Commission, 1225 New York Avenue, NW., Suite 1100, Washington, DC 20005, Attn: Ms.

Laiza N. Otero (or via the Internet at [lotero@eac.gov](mailto:lotero@eac.gov)).

**FOR FURTHER INFORMATION CONTACT:** To request more information on this proposed information collection or to obtain a copy of the Focus Group Discussion Guide, please, write to the above address or call Ms. Laiza N. Otero at (202) 566-3100. You may also view the proposed collection instrument by visiting our Web site at <http://www.eac.gov>.

**SUPPLEMENTARY INFORMATION:**

**Title:** Study of the Feasibility and Advisability of Establishing a Program of Free Return or Reduced Postage for Absentee Ballots—Focus Groups  
**OMB Number:** Pending.

**Type of Review:** Regular submission.  
**Needs and Uses:** Sec. 246 of the Help America Vote Act requires the Election Assistance Commission (EAC), in consultation with the United States Postal Service, to conduct a study on the feasibility and advisability of establishing a program under which the U.S. Postal Service shall waive or otherwise reduce the amount of postage applicable with respect to absentee ballots returned by voters in general elections for Federal office. This study does not address the cost to the U.S. Postal Service for free postage for sending absentee ballots but may consider costs to election officials that are related to implementing such a program including the costs of sending absentee ballots to voters. It also does not include consideration of the 39 U.S.C. 3406 provisions for the mailing of balloting materials for military and overseas absentee voters. As part of the study the Commission is directed to conduct a nationwide survey of potential beneficiaries, including the elderly and disabled, and to take into account the results of this survey in determining the feasibility and advisability of establishing such a program. This survey will be supplemented by focus groups among potential beneficiaries—elderly, disabled, low-income—to obtain more specific information on the challenges these populations face when participating in election and to assess the potential benefit these populations might receive from a program of free return or reduced postage for absentee ballots.

At the conclusion of the study effort, EAC is required to submit a report to Congress with recommendations for such legislative and administrative action as EAC determines appropriate. The report shall contain an analysis of the feasibility of implementing such a program and an estimate of the costs. It

is required to specifically contain recommendations regarding the elderly and disabled populations, including ways a free absentee ballot return postage program would target these populations and identify methods to increase the number of such individuals who vote in elections for Federal office.

**Affected Public:** Citizens.

**Number of Respondents:** 36.

**Responses per Respondent:** 1.

**Estimated Burden per Response:** 1.25 hours.

**Estimated Total Annual Burden**

**Hours:** 45 hours.

Information will be collected through a series of three focus groups comprised of potential beneficiaries of a free and/or discounted absentee ballot postage program: One focus group will be dedicated to issues confronting the elderly population; one focus group will be dedicated to issues confronting disabled people; and one focus group will be dedicated to issues confronting the low-income citizens. At least one official from the United States Postal Service will observe each planned focus group. The topics that will be explored include:

1. The challenges that the particular population faces when participating in elections.

a. Information on respondents' previous experiences with voting in Federal elections. Information on any difficulties encountered in the process of voting and how the issues were resolved.

2. The concerns members of the particular population have about voting (e.g. voter intimidation, voter confidentiality, security, use of ballots).

a. Information on particular incidents that has prevented respondent from being able to vote.

3. The possible remedies to those challenges that would likely increase the rates of voter participation in the particular population (e.g. relaxed absentee voting laws, better accessibility to polling places, voter education).

a. Information on respondents' interest in absentee ballot voting.

4. The likelihood that a free or discounted absentee ballot postage program would assist the particular population.

a. Information on respondents' interest in a program of free or discounted postage for absentee ballots.

5. How the program could possibly be implemented to target the particular population.

a. Information on creating and implementing the program to ensure that it benefits the particular population.

6. The factors that would make reaching the particular population difficult.

a. Information on advertising such a program to the particular population so that they can take advantage of the change.

**Thomas R. Wilkey,**

*Executive Director, U.S. Election Assistance Commission.*

[FR Doc. 06-9191 Filed 11-13-06; 8:45 am]

BILLING CODE 6820-KF-M

## DEPARTMENT OF ENERGY

### Federal Energy Regulatory Commission

#### Combined Notice of Filings #2

November 6, 2006.

Take notice that the Commission received the following electric rate filings:

**Docket Numbers:** ER01-205-014; ER98-2640-012; ER98-4590-010; ER99-1610-018.

**Applicants:** Xcel Energy Services Inc.; Northern States Power Company; Northern States Power Company (Wisconsin); Public Service Company of Colorado; Southwestern Public Service Company.

**Description:** Xcel Energy Services Inc. on behalf of Northern States Power Co submits a change in status report to NSP's market-based rate authority.

**Filed Date:** 11/02/2006.

**Accession Number:** 20061102-5052.

**Comment Date:** 5 p.m. Eastern Time on Friday, November 24, 2006.

**Docket Numbers:** ER03-985-001.

**Applicants:** El Cap II, LLC.

**Description:** El Cap II, LLC submits its Triennial Updated Market Power Analysis Report.

**Filed Date:** 10/30/2006.

**Accession Number:** 20061101-0147.

**Comment Date:** 5 p.m. Eastern Time on Monday, November 20, 2006.

**Docket Numbers:** ER06-451-010.

**Applicants:** Southwest Power Pool, Inc.

**Description:** Southwest Power Pool, Inc submits revisions to its Open Access Transmission Tariff effective 2/1/07.

**Filed Date:** 11/02/2006.

**Accession Number:** 20061103-0103.

**Comment Date:** 5 p.m. Eastern Time on Friday, November 24, 2006.

**Docket Numbers:** ER07-115-000.

**Applicants:** ISO New England Inc.

**Description:** ISO New England Inc submits its 2007 Capital Budget and Capital Budget Quarterly Filing for the Third Quarter of 2006.

**Filed Date:** 10/31/2006.

## SUPPORTING STATEMENTS

OMB Control Number: xxxx-xxxx

### U.S. Election Assistance Commission

#### Study of the Feasibility and Advisability of Establishing a Program of Free Return or Reduced Postage for Absentee Ballots

##### A. JUSTIFICATION

**1. Explain the circumstances that make the collection of information necessary.**

Sec. 246 of the Help America Vote Act requires the Election Assistance Commission (EAC), in consultation with the United States Postal Service, to conduct a study on the feasibility and advisability of establishing a program under which the U.S. Postal Service shall waive or otherwise reduce the amount of postage applicable with respect to absentee ballots returned by voters in general elections for Federal office. This study does not address the cost to the U.S. Postal Service for free postage for sending absentee ballots but may consider costs to election officials that are related to implementing such a program including the costs of sending absentee ballots to voters. It also does not include consideration of the 39 USC 3406 provisions for the mailing of balloting materials for military and overseas absentee voters. As part of the study the Commission is directed to conduct a survey of potential beneficiaries, including the elderly and disabled, and to take into account the results of this survey in determining the feasibility and advisability of establishing such a program.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

The information will be gathered through nine focus groups meetings to explore, in-depth, issues concerning the potential beneficiaries of this program. The beneficiaries include those who will be more likely to participate in federal elections should this program be implemented, including the elderly, the disabled, and the impoverished. Three (3) focus groups will be dedicated to issues confronting the elderly population; three (3) focus groups will be dedicated to issues confronting the disabled population; and three (3) focus groups will be dedicated to issues confronting the impoverished. Locations of the focus groups have been determined through consultation with the U.S. Postal Service and the study contractor, see Figure 1 below.

Figure 1

	Low income	Senior Citizens	Individuals with Disabilities
Urban	Washington, DC	Sacramento, California	Washington, DC
Rural	Lenawee/Hillsdale County Michigan	Lafayette County, Mississippi	Central Valley, California
Suburban	Memphis, Tennessee Metro (Marshall County, Mississippi)	Colorado Springs, Colorado	Detroit area Michigan

Based upon the information gathered in the study, EAC is required to submit a one-time report to Congress with recommendations for such legislative and administrative action as EAC determines appropriate. The report shall contain an analysis of the feasibility of implementing such a program and an estimate of the costs. It is required to specifically contain recommendations regarding the elderly and disabled populations, including ways a free absentee ballot return postage program would target these populations and identify methods to increase the number of such individuals who vote in elections for Federal office.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.**

The collection of information does not utilize the use of any forms of automated, electronic, mechanical or other technological techniques.

**4. Describe efforts to identify duplication.**

This is the first study conducted by the EAC on the part of HAVA Section 246. The study contractor has reviewed previous and contemporaneous public opinion surveys to eliminate duplication.

**5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.** This collection of information will seek out assistance from small entities that specialize in working with the elderly, impoverished or disabled in securing participants for the focus groups. The study contractor will also seek out assistance from small entities in meeting any special needs of the possible participants. The assistance provided by these small organizations will be on a voluntary basis and will have minimal economic impact.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

Section 246 of the Help America Vote Act requires the EAC to collect this information to provide recommendations on the establishment of this program to Congress.

If the collection is not conducted, the EAC will be unable to fulfill Section 246 of HAVA. Furthermore, without this information the EAC will be unable to submit a report to Congress detailing recommendations for legislative and administrative action. The determination of whether or not this program is feasible and advisable rests upon the collection of this information. HAVA only necessitates that this information be collected once.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

Not applicable.

**8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their**

**views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Public Comment Summary:**

1. This information collection request received a comment from the U.S. Postal Service citing a concern over the potential establishment of a program of free return or reduced postage for absentee ballots. The U.S. Postal Service indicates that it lacks appropriations to fund such a program and the positive experience of Oregon and Washington, which rely almost exclusively on a vote-by-mail system, suggests that increased voter participation is not correlated with free or reduced postage for absentee ballots. In a separate communication, the U.S. Postal Service provided some suggestions to improve this information collection.
2. This information collection request received a comment from a member of the public indicating that the study will fail to draw any valid conclusions due to such a small sample of potential beneficiaries.

**Action Taken:**

In response to these comments, the study contractor and the EAC have decided to increase the number of focus groups from three to nine. Each selected group (individuals with disabilities, Senior Citizens and people with low-incomes) will have three dedicated focus groups. To ensure the diversity of responses and participants, each selected group will have one focus group from an urban, rural and suburban location (Figure 1).

Figure 1.

	Low income	Senior Citizens	Individuals with Disabilities
Urban	Washington, DC	Sacramento, California	Washington, DC
Rural	Lenawee/Hillsdale County Michigan	Lafayette County, Mississippi	Central Valley, California
Suburban	Memphis, Tennessee Metro (Marshall County, Mississippi)	Colorado Springs, Colorado	Detroit area Michigan

Furthermore, in consideration of the concerns presented by the U.S. Postal Service, the study contractor has adjusted the focus group discussion guides to address these issues. However, Section 246 of the Help America Vote Act requires the EAC to collect this information to provide recommendations on the establishment of this program to Congress. If the collection is not conducted, the EAC will be unable to fulfill Section 246 of HAVA. The study contractor and the EAC have decided to push forward with this information collection.

The study contractor has consulted extensively with the U.S. Postal Service in preparing the information collection request. Wherever possible, the study contractor has adjusted the information collection to accommodate the comments from the U.S. Postal Service. The study contractor also consulted extensively with the U.S. state and county election officials in preparing the focus group materials.

The study contractor, IFES, has more than ten years of experience in conducting innovative and

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effective public opinion research around the world. IFES' survey and focus group capabilities provide relevant and reliable information on the opinions and attitudes in a country to government officials, development professionals, political actors, academics and others interested in democratic and political development.

In addition to its survey and focus group capability, IFES has worked with election assistance and democratic development in over 100 countries since 1987. IFES' international professionals ensure that democracy solutions are home grown. IFES professionals provide technical assistance across many areas of democracy development. With its experience promoting democracy abroad, IFES has begun to work to strengthen democracy in the U.S. IFES works directly with local, state, federal and private partners in the U.S. to support technical assistance initiatives and projects. Under a contract enacted in late September 2005 under the U.S. Election Assistance Commission (EAC) IFES, working with The Pollworker Institute and the League of Women Voters (LWV), is finalizing a year-long research project aimed at improving pollworker recruitment, training and retention in the United States. The project will develop better recruitment, training and retention methods to improve the Election Day experience for voters and election officials.

The study contractor also consulted with The Election Center. The Election Center is a nonprofit organization that works to promote and improve democracy in the U.S. The Center has experience performing research for governmental units concerning the similarities and differences in state or local laws, regulations, or practices concerning voter registration and elections administration. The Center also designs regional workshops and seminars on methods to improve operations and enhance efficiency of government election units.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

Respondents will be supplied a cash incentive at the rate of \$25 per participant. Providing an incentive for participation will help in the process of securing respondents for this study.

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

Assurance of confidentiality will be provided verbally by the Moderator of each focus group. The contributions of respondents in the focus groups will be anonymous and will not be connected to their name.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

There are no questions of a sensitive nature.

**12. Provide an estimate in hours of the burden of the collection of information.**

The burden to each respondent is 1 hour 15 minutes. Each focus group will last no longer than 1

hour and 15 minutes. One-hundred and eight (108) respondents are required for this study. Total annual burden is estimated at 135 hours.

Due to comments received from the U.S. Postal Service and U.S. state and county election officials, the number of focus groups was increased from originally three (3) to nine (9). This has increased the Total annual burden to 135 hours.

**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).**

We have identified no reporting and recordkeeping “non-hour cost” burdens associated with this proposed collection of information.

**14. Provide estimates of annualized cost to the Federal government.**

The estimated cost to the Federal Government is \$46,940. This estimate includes \$27,984 for personnel, \$13,243 for travel expenses, \$210 in office expenses, and \$5,593 for the focus group events.

- We estimate \$27,984 for personnel to design the study, oversee its implementation, oversee the focus groups, and draft a final report. The travel expenses for this project are estimated at \$13,243.
- We estimate \$210 for office expenses including telephone and printing costs.
- We estimate \$5,593 for the focus group events, including payment of \$25 to each participant.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

This is the first time this information collection has been performed by the Federal government.

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

The results from this information collection will be summarized into a report by the study contractor. Based upon the report, the Commission shall submit to Congress a report on the study together with recommendations for such legislative and administrative action as the Commission determines appropriate. Additionally, the documents will be available to the general public per FOIA and may be posted on the Internet website of the EAC.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

Not applicable to this collection.

**18. Explain each exception to the certification statement identified in Item 19 of the**

**OMB 83-I.**

To the extent that the topics apply to this collection of information, we are not making any exceptions to the "Certification for Paperwork Reduction Act Submissions."

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

The collection of this information does not employ statistical methods.

010201

**Summary of Public Comments Received on the Information Collection  
Materials for the Study of the Feasibility and Advisability of Establishing a  
Program of Free Return or Reduced Postage for Absentee Ballots; OMB  
Number Pending**

**Public Comment Summary:**

1. This information collection request received a comment from the U.S. Postal Service citing a concern over the potential establishment of a program of free return or reduced postage for absentee ballots. The U.S. Postal Service indicates that it lacks appropriations to fund such a program and the positive experience of Oregon and Washington, which rely almost exclusively on a vote-by-mail system, suggests that increased voter participation is not correlated with free or reduced postage for absentee ballots. In a separate communication, the U.S. Postal Service provided some suggestions to improve this information collection.

2. This information collection request received a comment from a member of the public indicating that the study will fail to draw any valid conclusions due to such a small sample of potential beneficiaries.

**Action Taken:**

In response to these comments, the study contractor and the EAC have decided to increase the number of focus groups from three to nine. Each selected group (individuals with disabilities, the elderly and people with low-incomes) will have three dedicated focus groups. To ensure the diversity of responses and participants, each selected group will have one focus group from an urban, rural and suburban location.

Furthermore, in consideration of the concerns presented by the U.S. Postal Service, the study contractor has adjusted the focus group discussion guides to address these issues.

However, Section 246 of the Help America Vote Act requires the EAC to collect this information to provide recommendations on the establishment of this program to Congress. If the collection is not conducted, the EAC will be unable to fulfill Section 246 of HAVA. The study contractor and the EAC have decided to push forward with this information collection.

## **Focus Group Free or Reduced Ballot Project Discussion Guide**

### **Introduction (5 minutes):**

Moderator intro: My name is .....

Project intro: The Election Center and IFES (formerly the International Foundation for Election Systems) are jointly working on a project funded by the Election Assistance Commission to identify the challenges that people like you face when participating in elections. Our discussion today will help us better understand the needs and challenges of people like you.

Ground rules for today's discussion:

- All points are valid and needed.
- It is okay to disagree—do not be disagreeable.
- Be specific and talk about your own experiences.
- Allow everyone to speak. Speak briefly and often, but please, no speeches.
- One person speaks at a time – please don't interrupt.
- Your contributions are anonymous and will not be connected to your name.
- There are observers in the room, but they won't be participating.
- This discussion will be videotaped, but this videotape will only be used for analysis as we write a report on these focus groups. You will not be individually identified in any of the reporting for this project.

### **Experiences voting—challenges and remedies (20 minute)**

I'd like each of you to think back to the last federal election that you voted in. By federal election I mean voting for the President, the U.S. Senate, or the U.S. House of Representatives. What sticks out in your mind about the experience voting—not who you voted for but the process of voting itself?

- Probe: How did you vote: in-person at the polls or by mail?
- Probe: Was the process easy or hard?
- Probe: Did you encounter any particular difficulties?
- Probe: How did election officials respond?
- Probe: How did you resolve the situation?

And have any of you have been in the situation where you wanted to vote but for some reason you just weren't able to?

- Probe: Can you talk a little bit about the circumstances that kept you from being able to vote?
- Probe: What sorts of things do you think could have been done to make it easier for you to be able to participate in elections?

### **Voting by mail and free or reduced postage (20 minutes)**

As you may be aware, there has been a lot of discussion in the last year or so about the pluses and minuses of voting by mail. Some states have what is called "no-excuse absentee voting" that allows anyone who wants to, to be able to vote by mail-in absentee ballot. On the other hand, some states require people to provide a reason why they can't make it to the polls on Election Day.

What is your overall opinion of absentee voting by mail?

- Probe: Do you think everyone should have the opportunity to vote by mail or should

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be limited to those with a valid excuse? For example, being sick, disabled or out of town on Election Day?

Who here has voted by mail?

- Probe: If you weren't able to vote by mail would you still have been able to vote at the polls?

Can you tell me about your experience the last time you mailed in an absentee ballot?

- Probe: Would a free or discounted absentee ballot postage program have made things easier for you or would a free or discounted absentee ballot postage program make no substantial impact in your ability to get your vote in?

Do you think that finding ways to make it easier for people to vote by mail-in absentee ballot increase voter turn out among people like you?

- Probe: What sorts of things could be done to make this easier?
- Probe: What would be a good way of letting people like you know about such a program/changes so that they could take advantage of these changes?
- What kind of impact do you think a free or discounted absentee ballot postage program would make on the ability of people like you to vote?

Would you have any concerns about voting by mail?

- Probe: Would you be concerned about the security of your ballot once you drop it in the mail box?
- Probe: Would you have concerns about whether the ballot reaching its destination in time?

### **Concerns about voting (15 minutes)**

Still thinking about the elections process and voting, do any of you have personal concerns about voting that you would like to express?

- Probe: How do you think this problem could be solved?
- Probe: What would a program like this look like; how could it be implemented?

And do any of you have other more general concerns about election process or voting that you'd like to discuss?

- Probe: How do you think this problem could be solved?
- Probe: What would a program like this look like; how could it be implemented?

## Post Discussion Comment Sheet

Please take a few minutes to complete this form. Your answers to these questions as well as your viewpoints expressed in today's discussions will be kept confidential—your opinions will not be identified with your name.

By answering these questions, you help us understand the types of people who took part in today's discussion, and your opinions and feelings provide us with important information about this discussion that will help us in the future.

1) Name: \_\_\_\_\_

2) ☐ Male ☐ Female

3) What is your race/ethnicity? \_\_\_\_\_

4) What is your age? \_\_\_\_\_

5) What is the highest level of education you received?

- ☐ High School or less
- ☐ Some College
- ☐ College Graduate
- ☐ Post Graduate

6) What is your employment status?

- ☐ Full-time
- ☐ Part-time
- ☐ Unemployed
- ☐ Homemaker
- ☐ Retired
- ☐ Student

7) How many people, including yourself, are there in your household?

\_\_\_\_\_

8) In 2005, what was your total income from all sources before taxes?

- ☐ Under \$30,000
- ☐ \$30,000 to \$49,999
- ☐ \$50,000 to \$74,999
- ☐ \$75,000 +

9) Are you currently registered to vote?

☐ Yes

☐ No

10) How often do you vote?

☐ Always

☐ Sometimes

☐ Rarely

11) What is the year and type of the last federal election (presidential or congressional) that you voted in? \_\_\_\_\_

12) Are there any feelings or opinions that you didn't share during the discussion that we should know? Please describe in as much detail as possible.

13) Any comments about the discussion itself and/or the moderator?

**Focus Group**  
**Free or Reduced Ballot Project**  
**Discussion Guide for Voters with Disabilities**

**Introduction (5 minutes):**

Moderator intro: My name is .....

Project intro: The Election Center and IFES (formerly the International Foundation for Election Systems) are jointly working on a project funded by the Election Assistance Commission to identify the challenges that people with disabilities face when participating in elections. Our discussion today will help us better understand the needs and challenges of people like you.

Ground rules for today's discussion:

- All points are valid and needed.
- It is okay to disagree—do not be disagreeable.
- Be specific and talk about your own experiences.
- Allow everyone to speak. Speak briefly and often, but please, no speeches.
- One person speaks at a time – please don't interrupt.
- Your contributions are anonymous and will not be connected to your name.
- There are observers in the room, but they won't be participating.
- This discussion will be videotaped, but this videotape will only be used for analysis as we write a report on these focus groups. You will not be individually identified in any of the reporting for this project.

**Experiences voting—challenges and remedies (20 minute)**

I'd like each of you to think back to the last federal election that you voted in. By federal election I mean voting for the President, the U.S. Senate, or the U.S. House of Representatives. What sticks out in your mind about the experience of voting—not who you voted for but the process of voting itself?

- How did you vote: in-person at the polls or by mail?
- Probe: Was the process easy or hard?
- Did you encounter any particular difficulties?
- How did election officials respond?
- How did you resolve the situation?

And have any of you have been in the situation where you wanted to vote but for some reason you just weren't able to?

- Probe: Can you talk a little bit about the circumstances that kept you from being able to vote?
- What sorts of things do you think that could have been done to make it easier for you to be able to participate in elections?

**Voting by mail and free or reduced postage (20 minutes)**

As you may be aware, there has been a lot of discussion in the last year or so about the pluses and minuses of voting by mail. Some states have what is called "no-excuse absentee voting" that allows anyone who wants to, to be able to vote by mail-in absentee ballot. On the other hand, some states require people to provide a reason why they can't make it to the polls on Election Day.

What is your overall opinion of absentee voting by mail?

- Probe: Do you think everyone should have the opportunity to vote by mail or should this

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be limited to those with a valid excuse? For example, being sick, disabled or out of town on Election Day?

Who here has voted by mail?

- Probe: If you weren't able to vote by mail would you still have been able to vote at the polls?

Can you tell me about your experience the last time you mailed in an absentee ballot?

- Probe: Would a free or discounted absentee ballot postage program have made things easier for you or would a free or discounted absentee ballot postage program really make no impact in your ability to get your vote in.

Do you think that finding ways to make it easier for people to vote by mail-in absentee ballot increase voter turn out among voters with disabilities?

- Probe: What sorts of things could be done to make this easier?
- Probe: What would be a good way of letting voters with disabilities know about such a program/changes so that they could take advantage of these changes?
- What kind of impact do you think a free or discounted absentee ballot postage program would make on the ability of people with disabilities to vote?

Would you have any concerns about voting by mail?

- Probe: Would you be concerned about the security of your ballot once you drop it in the mail box?
- Probe: Would you have concerns about whether the ballot reaching its destination in time?

### **Concerns about voting (15 minutes)**

Still thinking about the elections process and voting, do any of you have personal concerns about voting that you would like to express?

- Probe: How do you think this problem could be solved?
- What would a program like this look like; how could it be implemented?

And do any of you have other more general concerns about voting and voters with disabilities that you would like to discuss?

- Probe: How do you think this problem could be solved?
- What would a program like this look like; how could it be implemented?

## Post Discussion Comment Sheet

### People with Disabilities

Please take a few minutes to complete this form. Your answers to these questions as well as your viewpoints expressed in today's discussions will be kept confidential—your opinions will not be identified with your name.

By answering these questions, you help us understand the types of people who took part in today's discussion, and your opinions and feelings provide us with important information about this discussion that will help us in the future.

1) Name: \_\_\_\_\_

2) ☐ Male ☐ Female

3) What is your race/ethnicity? \_\_\_\_\_

4) What is your age? \_\_\_\_\_

5) What is the highest level of education you received?

- ☐ High School or less
- ☐ Some College
- ☐ College Graduate
- ☐ Post Graduate

6) What is your employment status?

- ☐ Full-time
- ☐ Part-time
- ☐ Unemployed
- ☐ Homemaker
- ☐ Retired
- ☐ Student

7) How many people, including yourself, are there in your household?

\_\_\_\_\_

8) In 2005, what was your total income from all sources before taxes?

- ☐ Under \$30,000
- ☐ \$30,000 to \$49,999
- ☐ \$50,000 to \$74,999
- ☐ \$75,000 +

9) Are you currently registered to vote?

☐ Yes

☐ No

10) How often do you vote?

☐ Always

☐ Sometimes

☐ Rarely

11) What is the year and type of the last federal election (presidential or congressional) that you voted in? \_\_\_\_\_

12) Are there any feelings or opinions that you didn't share during the discussion that we should know? Please describe in as much detail as possible.

13) Any comments about the discussion itself and/or the moderator?

010210

**Focus Group  
Free or Reduced Ballot Project  
Discussion Guide for Senior Citizens**

**Introduction (5 minutes):**

Moderator intro: My name is .....

Project intro: The Election Center and IFES (formerly the International Foundation for Election Systems) are jointly working on a project funded by the Election Assistance Commission to identify the challenges that older voters face when participating in elections. Our discussion today will help us better understand the needs and challenges of people like you.

Ground rules for today's discussion:

- All points are valid and needed.
- It is okay to disagree—do not be disagreeable.
- Be specific and talk about your own experiences.
- Allow everyone to speak. Speak briefly and often, but please, no speeches.
- One person speaks at a time – please don't interrupt.
- Your contributions are anonymous and will not be connected to your name.
- There are observers in the room, but they won't be participating.
- This discussion will be videotaped, but this videotape will only be used for analysis as we write a report on these focus groups. You will not be individually identified in any of the reporting for this project.

**Experiences voting—challenges and remedies (20 minute)**

I'd like each of you to think back to the last federal election that you voted in. By federal election I mean voting for the President, the U.S. Senate, or the U.S. House of Representatives. What sticks out in your mind about the experience voting—not who you voted for but the process of voting itself?

- Probe: How did you vote: in-person at the polls or by mail?
- Probe: Was the process easy or hard?
- Probe: Did you encounter any particular difficulties?
- Probe: How did election official respond?
- Probe: How did you resolve the situation?

And have any of you have been in the situation where you wanted to vote but for some reason you just weren't able to?

- Probe: Can you talk a little bit about the circumstances that kept you from being able to vote?
- Probe: What sorts of things do you think could have been done to make it easier for you to be able to participate in elections?

**Voting by mail and free or reduced postage (20 minutes)**

As you may be aware, there has been a lot of discussion in the last year or so about the pluses and minuses of voting by mail. Some states have what is called "no-excuse absentee voting" that allows anyone who wants to, to be able to vote by mail-in absentee ballot. On the other hand, some states require people to provide a reason why they can't make it to the polls on Election Day.

What is your overall opinion of absentee voting by mail?

- Probe: Do you think everyone should have the opportunity to vote by mail or should this

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be limited to those with a valid excuse? For example, being sick, disabled or out of town on Election Day?

Who here has voted by mail?

- Probe: If you weren't able to vote by mail would you still have been able to vote at the polls?

Can you tell me about your experience the last time you mailed in an absentee ballot?

- Probe: Would a free or discounted absentee ballot postage program have made things easier for you or would a free or discounted absentee ballot postage program make no substantial impact in your ability to get your vote in?

Would finding ways to make it easier for people to vote by mail-in absentee ballot increase voter turn out among older voters?

- Probe: What sorts of things could be done to make this easier?
- Probe: What would be a good way of letting older voters know about such a program/changes so that they could take advantage of these changes?
- What kind of impact do you think a free or discounted absentee ballot postage program would make on the ability of older people to vote?

Would you have any concerns about voting by mail?

- Probe: Would you be concerned about the security of your ballot once you drop it in the mail box?
- Probe: Would you have concerns about whether the ballot reaching its destination in time?

### **Concerns about voting (15 minutes)**

Still thinking about the elections process and voting, do any of you have personal concerns about voting that you would like to express?

- Probe: How do you think this problem could be solved?
- Probe: What would a program like this look like; how could it be implemented?

And do any of you have other more general concerns about voting and older citizens that you'd like to discuss?

- Probe: How do you think this problem could be solved?
- Probe: What would a program like this look like; how could it be implemented?

## Post Discussion Comment Sheet Older Voters (65+)

Please take a few minutes to complete this form. Your answers to these questions as well as your viewpoints expressed in today's discussions will be kept confidential—your opinions will not be identified with your name.

By answering these questions, you help us understand the types of people who took part in today's discussion, and your opinions and feelings provide us with important information about this discussion that will help us in the future.

1) Name: \_\_\_\_\_

2) ☐ Male ☐ Female

3) What is your race/ethnicity? \_\_\_\_\_

4) What is your age? \_\_\_\_\_

5) What is the highest level of education you received?

- ☐ High School or less
- ☐ Some College
- ☐ College Graduate
- ☐ Post Graduate

6) What is your employment status?

- ☐ Full-time
- ☐ Part-time
- ☐ Unemployed
- ☐ Homemaker
- ☐ Retired
- ☐ Student

7) How many people, including yourself, are there in your household?

\_\_\_\_\_

8) In 2005, what was your total income from all sources before taxes?

- ☐ Under \$30,000
- ☐ \$30,000 to \$49,999
- ☐ \$50,000 to \$74,999
- ☐ \$75,000 +

9) Are you currently registered to vote?

☐ Yes

☐ No

10) How often do you vote?

☐ Always

☐ Sometimes

☐ Rarely

11) What is the year and type of the last federal election (presidential or congressional) that you voted in? \_\_\_\_\_

12) Are there any feelings or opinions that you didn't share during the discussion that we should know? Please describe in as much detail as possible.

13) Any comments about the discussion itself and/or the moderator?

## **U.S. ELECTION ASSISTANCE COMMISSION**

### **Information Collection Activity; Proposed Information Collection; Comment Request**

**AGENCY:** U.S. Election Assistance Commission (EAC).

**ACTION:** Notice.

**SUMMARY:** In compliance with Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, EAC announces the proposed extension of a public information collection and seeks public comment on the provisions thereof. Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents.

**DATES:** Written comments must be submitted on or before May 13, 2007.

**ADDRESSES:** Written comments and recommendations on the proposed information collection should be sent to the U.S. Election Assistance Commission, 1225 New York Avenue NW, Suite 1100, Washington, DC 20005, ATTN: Ms. Laiza N. Otero (or via the Internet at

lotero@eac.gov).

**FOR FURTHER INFORMATION CONTACT:** To request more information on this proposed information collection or to obtain a copy of the Focus Group Discussion Guide, please, write to the above address or call Ms. Laiza N. Otero at (202) 566-3100. You may also view the proposed collection instrument by visiting our website at [www.eac.gov](http://www.eac.gov).

**SUPPLEMENTARY INFORMATION:**

*Title and OMB Number:* STUDY OF THE FEASIBILITY AND ADVISABILITY OF ESTABLISHING A PROGRAM OF FREE RETURN OR REDUCED POSTAGE FOR ABSENTEE BALLOTS FOCUS GROUPS; OMB Number Pending.

*Needs and Uses:* Sec. 246 of the Help America Vote Act requires the Election Assistance Commission (EAC), in consultation with the United States Postal Service, to conduct a study on the feasibility and advisability of establishing a program under which the U.S. Postal Service shall waive or otherwise reduce the amount of postage applicable with respect to absentee ballots returned by voters in general elections for Federal office. This study does not address the cost to the U.S. Postal Service for free postage for sending absentee ballots but may consider costs to election officials that are related to implementing such a program including the costs of sending absentee ballots to voters. It also does not include consideration of the 39 USC 3406 provisions for the mailing of balloting materials for military and overseas absentee voters. As part of the study the Commission is directed to conduct a nationwide survey of potential beneficiaries, including the elderly and disabled, and to take into account the results of this survey in determining the feasibility and advisability of establishing such a program. This survey will be supplemented by focus groups among potential beneficiaries—elderly, disabled, low-income—to obtain more specific information on the challenges these populations face when participating in election and to assess the potential benefit these populations might receive from a program of free return or reduced postage for absentee ballots.

At the conclusion of the study effort, EAC is required to submit a report to Congress with recommendations for such legislative and administrative action as EAC determines appropriate. The report shall contain an analysis of the feasibility of implementing such a program and an estimate of the costs. It is required to specifically contain recommendations regarding the elderly and disabled populations, including ways a free absentee ballot return postage program would target these populations and identify methods to increase the number of such individuals who

vote in elections for Federal office.

*Affected Public:* Citizens

*Number of Respondents:* 108

*Responses per Respondent:* 1

*Estimated Burden Per Response:* 1 hour 15 minutes; focus groups will last no longer than 1 hour 15 minutes

*Estimated Total Annual Burden Hours:* 135 hours

Information will be collected through a series of nine focus groups comprised of potential beneficiaries of a free and/or discounted absentee ballot postage program. Three (3) focus groups will be dedicated to issues confronting the elderly population, three (3) focus groups will be dedicated to issues confronting disabled people and three (3) focus groups will be dedicated to issues confronting the low-income citizens. An official from the United States Postal Service will observe at least one of the planned focus groups. The topics that will be explored include:

1. The challenges that the particular population faces when participating in elections.
  - a. Information on respondents' previous experiences with voting in Federal elections. Information on any difficulties encountered in the process of voting and how the issues were resolved.
2. The concerns members of the particular population have about voting (e.g. voter intimidation, voter confidentiality, security, use of ballots).
  - a. Information on particular incidents that has prevented respondent from being able to vote.
3. The possible remedies to those challenges that would likely increase the rates of voter participation in the particular population (e.g. relaxed absentee voting laws, better accessibility to polling places, voter education).
  - a. Information on respondents' interest in absentee ballot voting
4. The likelihood that a free or discounted absentee ballot postage program would assist the particular population.

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- a. Information on respondents' interest in a program of free or discounted postage for absentee ballots.
5. How the program could possibly be implemented to target the particular population.
  - a. Information on creating and implementing the program to ensure that it benefits the particular population.
6. The factors that would make reaching the particular population difficult.
  - a. Information on advertising such a program to the particular population so that they can take advantage of the change.

**Signed:** \_\_\_\_\_

**Thomas R. Wilkey**, Executive Director,

U.S. Election Assistance Commission

**[Billing Code 6820-KF]**



Laiza N. Otero/EAC/GOV  
04/13/2007 03:21 PM

To Karen Lynn-Dyson/EAC/GOV@EAC  
cc  
bcc  
Subject Fw: Free Absentee Postage

----- Forwarded by Laiza N. Otero/EAC/GOV on 04/13/2007 03:20 PM -----



Laiza N. Otero/EAC/GOV  
04/13/2007 01:06 PM

To Karen Lynn-Dyson/EAC/GOV  
cc Juliet E. Thompson-Hodgkins/EAC/GOV@EAC  
Subject Free Absentee Postage

For this study, we have not submitted a package to OMB. The Contractor has provided the requested information, and I am preparing the documentation for Julie to review and approve. They have done the initial 60-day FR Notice, and I am attaching that along with the draft collection instruments.



60 Day FR Notice Vol 71 No 219 Page 66321.pdf



Draft Focus Group Materials 1 - Low Income.pdf



Draft Focus Group Materials 2 - Disabilities.pdf



Draft Focus Group Materials 3 - Seniors.pdf



FABP.Draft Survey.60 Day.FR Notice.pdf



FABP.60 Day FR Notice.1.23.2007.pdf

010220



"Karen Buerkle "  
<KBuerkle@ifes.org>  
04/21/2007 04:42 PM

To klynndyson@eac.gov, lotero@eac.gov  
cc ernieh@aol.com  
bcc

Subject Free return postage questionnaire

Karen, here is the revised questionnaire for the Free Return Postage project per our Thursday conversation regarding the changes requested by your legal department. I've also enclosed a summary of all changes made since the version posted for the 1<sup>st</sup> (60-day) public commenting period. Please let me know if you have any other outstanding questions or concerns.

Best,  
Karen

Karen Buerkle, PhD  
Senior Researcher  
Applied Research Center on Democracy and Elections  
IFES  
1101 15th St., NW, Suite 300  
Washington, DC 20005  
(202) 350-6741



Summary of changes made after 60 notice.doc Free Return Postage QQ for OMB full package revised with legal comments.doc

010221



Free or Reduced Return Postage Study  
Survey Questionnaire

Hello, my name is \_\_\_\_\_. We are conducting an important study for the U.S. Election Assistance Commission. This survey is for research purposes only, we are not selling anything and we are not associated with or being paid by any political party or candidate. Your participation is voluntary and will only take a few minutes of your time. All your answers will be strictly confidential. Am I speaking with someone 18 or older?

- S1** To make sure our survey includes many different kinds of people, I need to ask a few questions about who lives in your household. How many adults age 18 or older live in your household?
- 1** One—**GO TO S2**
  - 2** Two or more—**GO TO S3**

**ASK IF ONLY ONE ADULT AGE 18+ IN HH (S1=1)**

- S2** May I please speak to that person?
- 1** Continue with current respondent—**GO TO Q1**
  - 2** New respondent being brought to phone—**GO TO INTRO2**
  - 3** New respondent not available—**SCHEDULE CALL BACK**
  - 9** Refused—**TERMINATE**

**ASK IF MORE THAN ONE ADULT AGE 18+ IN HH (S1=2)**

- S3** May I please speak with the adult (18+) in your household who has most recently had a birthday. Are you this person?
- 1** Yes—**GO TO S4**
  - 2** No—**ASK TO SPEAK TO THAT PERSON AND REINTRODUCE THE SURVEY**

- S4** Because we are talking today about issues related to voting in the U.S., we only need to speak with people who are U.S. citizens. Are you currently a U.S. citizen or not?
- 1** Yes—**GO TO Q1**
  - 2** No—**ASK FOR ANOTHER ADULT IN HH**

ASK ALL

- Q1 How much information do you feel you have about politics and current events in the United States today? Do you have a great deal of information, a fair amount, not too much or no information at all?
- 1 Great deal
  - 2 Fair amount
  - 3 Not too much
  - 4 None at all
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q2 And how much information do you feel you have about the way elections are organized in your community such as the rules about who can vote and when, where to go to vote, etc? Do you have a great deal of information, a fair amount, not too much or no information at all?
- 1 Great deal
  - 2 Fair amount
  - 3 Not too much
  - 4 None at all
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q3 Some states are using an election system in which residents are allowed to CHOOSE if they want to cast their vote through the MAIL in the weeks leading up the election OR vote IN PERSON ON Election Day. Do you strongly favor, somewhat favor, somewhat oppose or strongly oppose allowing people to CHOOSE if they vote by mail before Election Day or vote in a booth ON Election Day?
- 1 Strongly favor
  - 2 Somewhat favor
  - 3 Somewhat oppose
  - 4 Strongly oppose
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF SOMEWHAT OR STRONGLY OPPOSE (Q3=3 or 4)

- Q4 There are many reasons why people may have reservations about voting by mail before election-day instead of in a booth on election-day. Can you tell me the main reason why you oppose people voting by mail before election-day? [ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [Record verbatim]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

- Q5 These days, many people are so busy they can't find time to register to vote, or move around so often they don't get a chance to re-register... Are you CURRENTLY registered to vote or haven't you been able to register so far?  
[IF RESPONDENT ANSWERS '1' YES, ASK,  
Are you registered to vote at your CURRENT address or are you registered to vote at some other previous address]
- 1 Yes, registered at current address
  - 2 Yes, registered at other/previous address/not sure of which address
  - 3 No, not registered
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF REGISTERED TO VOTE (Q5=1 or 2)

- Q6 Every state has different regulations for voting by absentee ballot. If there were to be an election next week, do you know whether or not you would be eligible to vote by absentee ballot in your state?
- 1 Yes, eligible
  - 2 No, not eligible
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED TO VOTE AT PREVIOUS ADDRESS (Q5 = 2)

- Q7 Can you please tell me which state you are currently registered to vote in?
- 1 Gave response [**Record verbatim—OK to use official two letter abbreviations**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF NOT REGISTERED (Q5 = 3)

- Q8 Have you previously been registered to vote, or have you never been registered?
- 1 Previously registered
  - 2 Never registered
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF NOT REGISTERED (Q5 = 3)

- Q9 What would you say is the MAIN reason you are currently not registered to vote?  
[OPEN END; ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [**Record verbatim**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED OR PREVIOUSLY REGISTERED (Q5 = 1 OR Q5=2 OR Q8 = 1)

Q10 Talking to lots of people, we understand that for various reasons not everyone votes in every election. Did you vote in the 2006 Election this past November for either a Senator or Congressperson?

- 1 Yes
- 2 No
- 3 Too young to vote/Not registered to vote at the time/Not eligible [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2006 ELECTION (Q10 = 1)

Q11 In the 2006 congressional election, do you remember if you voted BEFORE Election Day, either at an early voting site or with an absentee ballot, OR did you vote in-person at your polling place ON Election Day?

- 1 Before Election Day - Early Voting Site/Absentee
- 2 In person at polling place on Election Day
- 3 Dropped off absentee ballot at the polls on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2006 BEFORE ELECTION DAY (Q11 = 1)

Q12 And did you vote BEFORE Election Day in person at an early voting site or did you mail in your absentee ballot?

- 1 In person at an early voting site
- 2 Mailed in absentee ballot
- 3 Dropped off absentee ballot at the polls on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED BY MAIL (Q12=2)

Q13 Did being able to vote by MAIL before Election Day make it a lot easier, somewhat easier, somewhat harder, a lot harder, or did it make no difference in your ability to vote?

- 1 A lot easier
- 2 Somewhat easier
- 3 Somewhat harder
- 4 A lot harder
- 5 No difference in ability to vote
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF CURRENTLY REGISTERED OR PREVIOUSLY REGISTERED (Q5 = 1 OR Q5=2 OR Q8 = 1)

Q14 And were you able to vote in the 2004 Presidential election between George Bush and John Kerry?

- 1 Yes
- 2 No
- 3 Not 18 at the time/Not eligible [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2004 ELECTION (Q14 = 1)

Q15 In the 2004 Presidential election, do you remember if you voted BEFORE Election Day, either at an early voting site, or with an absentee ballot, OR did you vote in-person at your polling place ON Election Day?

- 1 Before Election Day - Early Voting Site/Absentee
- 2 In person at polling place on Election Day
- 3 Dropped off absentee ballot at the polls on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED IN 2004 BEFORE ELECTION DAY (Q15 = 1)

Q16 And did you vote BEFORE Election Day in person at an early voting site or did you mail in an absentee ballot?

- 1 In person at an early voting site
- 2 Mailed in absentee ballot [DO NOT READ]
- 3 Dropped off absentee ballot at the polls on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF VOTED BY MAIL (Q16=2)

Q17 Did being able to vote by MAIL before Election Day make it a lot easier, somewhat easier, somewhat harder, a lot harder, or did it make no difference in your ability to vote?

- 1 A lot easier
- 2 Somewhat easier
- 3 Somewhat harder
- 4 A lot harder
- 5 No difference in ability to vote
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

- Q18 Suppose that in addition to being able to vote IN-PERSON at the polls on Election Day, you also had the option of choosing to vote by MAIL before Election Day WITHOUT having to pay ANY postage. Would having these two options to chose from make it more likely you would vote, less likely you would vote, or would having the option to vote by mail WITHOUT paying ANY postage make no difference in your ability to vote?
- 1 More likely
  - 2 Less likely
  - 3 No difference in ability to vote
  - 6 Already voting by mail without paying postage [DO NOT READ]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF MAIL WOULD MAKE MORE LIKELY TO VOTE (Q18=1)

- Q19 And is this a lot more likely or somewhat more likely?
- 1 A lot more likely
  - 2 Somewhat more likely
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF MAIL WOULD MAKE LESS LIKELY TO VOTE (Q18=2)

- Q20 And is this a lot less likely or somewhat less likely?
- 1 A lot less likely
  - 2 Somewhat less likely
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK IF MAIL WOULD MAKE MORE LIKELY TO VOTE (Q18=1)

- Q21 Please tell me the main reason you think you would be more likely to vote in elections if you had the option to vote by mail before Election Day without having to pay postage. [ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]
- 1 Gave response [**Record verbatim**]
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

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ASK IF MAIL WOULD MAKE MORE LIKELY TO VOTE (Q18=1)

Q22 Suppose you were able to mail in your ballot before Election Day BUT you were required to PAY postage. Which of these do you think is most likely: 1) You would pay the postage and still vote by mail, 2) vote in person on Election Day instead, or 3) there is a chance you wouldn't be able to vote.

[IF ASKED, the amount of postage depends on the size and weight of the ballot in your area—usually between 39 and 87 cents.]

- 1 Vote by mail anyway
- 2 Vote in person
- 3 Chance won't be able to vote
- 4 Would drop off absentee ballot at the polls on Election Day [DO NOT READ]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF WOULD VOTE BY MAIL EVEN IF HAD TO PAY POSTAGE (Q22 = 1)

Q23 Please tell me the main reason why you would still prefer to vote by mail even if you had to pay postage. [ACCEPT UP TO THREE RESPONSES BUT DO NOT PROBE FOR MORE THAN ONE]

- 1 Gave response [**Record verbatim**]
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

I would like to ask you a few final questions for statistical purposes. Please be assured that all of your responses will be kept entirely anonymous and absolutely confidential.

- D1 Record gender
- 1 Male
  - 2 Female

ASK ALL

- D2 What is your age?
- Range 18-96
- 97 97 or older
  - 98 Don't know
  - 99 Refused

ASK ALL

- D3 What is the highest level of education you received?
- 1 High School or less
  - 2 Some College
  - 3 College Graduate
  - 4 Post graduate
  - 8 Don't know [DO NOT READ]
  - 9 Refused [DO NOT READ]

ASK ALL

D4 What is your marital status: are you now married, widowed, divorced separated, or never married?

- 1 Now married
- 2 Widowed
- 3 Divorced
- 4 Separated
- 5 Never married
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

D5 Are you or someone in your household an active-duty member of the armed forces?

- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

D5a Which of the following best describes your current employment status—employed, self-employed, retired and not working, are you not in the labor force, or are you unemployed and looking for work?

- 1 Employed
- 2 Self-employed
- 3 Retired and not working
- 4 Not in the labor force [INTERVIEWER, this includes homemakers]
- 6 Unemployed and looking for work
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED (D5a=1)

D5b Is this part-time or full-time?

- 1 Part-time
- 2 Full-time
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED OR SELF-EMPLOYED (D5a=1 or 2)

D5c What is your MAIN occupation?

- 1 Gave response
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF EMPLOYED OR SELF-EMPLOYED (D5a=1 or 2)

D5d And would you characterize your occupation as...?

- 1 Executive/ high-level management
- 2 Professional/ middle manager
- 3 Technical/ administrative/ clerical
- 4 Service worker/ protective services
- 5 Skilled labor
- 6 Unskilled labor
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

D6a Are you yourself of Latino or Hispanic origin or descent, such as Mexican, Puerto Rican, Cuban, or some other Latin American background?

- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

D6b What is your race? (If Latino ask:) Are you white Latino, black Latino or some other race? (Else:) Are you white, African American or black, Asian or some other race?

- 1 White/White Latino
- 2 African American/Black/Black Latino
- 3 Asian
- 4 Other
- 8 Don't know
- 9 Refused

D7 Including your self, how many people are there living in your household?

Range 1 – 30

- 98 Don't know
- 99 Refused

D8 Last year, that is in 2006, what was your total household income from all sources before taxes? Was it under or over \$40,000?

- 1 Under \$40,000
- 2 Over \$40,000
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

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ASK IF INCOME LESS THAN \$40,000 (D8=1)

D9a Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 Less than \$10,000
- 2 \$10,000 to under \$15,000
- 3 \$15,000 to under \$20,000
- 4 \$20,000 to under \$25,000
- 5 \$25,000 to under \$30,000
- 6 \$30,000 to under \$35,000 or
- 7 \$35,000 to under \$40,000
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF INCOME MORE THAN \$40,000 (D8=2)

D9b Now just stop me when I get to the right category. Was your income ...

**Read responses**

- 1 \$40,000 to under \$50,000
- 2 \$50,000 to under \$75,000
- 3 \$75,000 to under \$100,000
- 4 \$100,000 to under \$150,000 or
- 5 \$150,000 or more
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK ALL

D10 Are you limited in any way in any activities because of physical, mental, or emotional problems?

- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

ASK IF HAS DISABILITY (D10= 1).

D11 Does this condition require you to use special equipment, such as a cane, a wheelchair, a special bed, or a special telephone?

- 1 Yes
- 2 No
- 8 Don't know [DO NOT READ]
- 9 Refused [DO NOT READ]

**Thank you. That is all of the questions I have for you.**

\*This information collection is required for the EAC to meet its statutory requirements under the Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301). Respondent's obligation to reply to this information collection is voluntary; respondents include the 50 States, and the District of Columbia. This information will be made publicly available on the EAC website at [www.eac.gov](http://www.eac.gov). According to the Paperwork Reduction Act of 1995,

an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB Control No. pending (expires: to be determined). The time required to complete this information collection is estimated to average 1.25 hours per response. Comments regarding this burden estimate should be sent to the Program Manager – 2007 Study of the Feasibility and Advisability of Establishing a Program of Free Return Postage for Absentee Ballots, U.S. Election Assistance Commission, 1225 New York Ave, NW, Suite 1100, Washington, DC 20005.

Summary of changes  
Free Return Postage

- First two questions after the respondent screening removed from beginning of the survey at request of the EAC
- Q6 words “have reservations about” changed to “oppose” to make question more closely parallel wording in Q5.
- Q10 text “Talking to lots of people, we understand that for various reasons not everyone votes in every election” added to make more socially acceptable to admit have not voted.
- Q11 word “recall” change to “remember” at request of EAC
- Q13 scales changed from “likely” to “easy” and negative categories (harder) added at request of USPS
- Q17 scales changed from “likely” to “easy” and negative categories (harder) added at request of USPS
- Q18 small wording changes made to improve clarity. “Less likely” option added at request of USPS
- Q19 & Q20 added to complete collection of revised scales in Q18
- Q21 words “without having to pay postage” added for greater specificity
- Q23 added
- D4 added at request of USPS
- D5series added at request of USPS
- D7 added to assist in classifying respondent’s financial situation
- D8 & D9 income brackets expanded at request of USPS

**DEPARTMENT OF EDUCATION**

[CFDA Number: 84.184H]

**Office of Safe and Drug-Free Schools;  
Grant Competition To Prevent High-  
Risk Drinking or Violent Behavior  
Among College Students****ACTION:** Correction; Notice correcting the Deadline dates.**SUMMARY:** We correct the *Deadline dates* in the notice published on December 22, 2006 (71 FR 77004).**SUPPLEMENTARY INFORMATION:** On December 22, 2006 we published a notice in the *Federal Register* inviting applications for the Grant Competition to Prevent High-Risk Drinking or Violent Behavior among College Students (71 FR 77004-77007). The Deadline dates in the notice were incorrect. The Deadline for Transmittal of Applications (as published on pages 77004 and 77005) is corrected to February 20, 2007, and the Deadline for Intergovernmental Review (as published on pages 77004 and 77005) is corrected to April 20, 2007.**FOR FURTHER INFORMATION CONTACT:**Richard Lucey, Jr., U.S. Department of Education, 400 Maryland Avenue, SW., room 3E335, Washington, DC 20202-6450. Telephone: (202) 205-5471 or by e-mail: [richard.lucey@ed.gov](mailto:richard.lucey@ed.gov).

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotope, or computer diskette) on request to the contact person listed in this section.

**Electronic Access to This Document:** You may view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: <http://www.ed.gov/news/fedregister>.

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

You may also view this document in text or PDF at the following site: <http://www.ed.gov/programs/dvphighrisk/applicant.html>.**Note:** The official version of this document is the document published in the *Federal Register*. Free Internet access to the official edition of the *Federal Register* and the Codeof Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>.

Dated: January 4, 2007.

**Deborah A. Price,***Assistant Deputy Secretary for Safe and Drug-Free Schools.*

[FR Doc. E7-105 Filed 1-8-07; 8:45 am]

**BILLING CODE 4000-01-P****DEPARTMENT OF EDUCATION****National Board for Education  
Sciences; Meeting****AGENCY:** National Board for Education Sciences; ED.**ACTION:** Notice of open meeting and a partially closed meeting.**SUMMARY:** This notice sets forth the schedule and proposed agenda of a forthcoming meeting of the National Board for Education Sciences. Notice of this meeting is required under Section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify the general public of their opportunity to attend the open portion of the meeting. Individuals who will need accommodations for a disability in order to attend the meeting (i.e., interpreting services, assistive listening devices, materials in alternative format) should notify Mary Grace Lucier at 202/219-2253 (or [Mary.Grace.Lucier@ed.gov](mailto:Mary.Grace.Lucier@ed.gov)) by January 12. We will attempt to meet requests after this date, but cannot guarantee availability of the requested accommodation. The meeting site is accessible to individuals with disabilities.**Dates:** January 23 and 24, 2007.**Time:** January 23, 1:30 to 4:30 p.m.

January 24, 9-9:15 a.m., open; 9:15 to 10 a.m., closed; 10 a.m.-2 p.m., open.

**Location:** Washington Court Hotel, 525 New Jersey Ave., NW., Washington, DC 20001, (room to be announced).**FOR FURTHER INFORMATION CONTACT:**

Mary Grace Lucier, 202/219-2253.

**SUPPLEMENTARY INFORMATION:** The National Board for Education Sciences is authorized by Section 116 of the Education Sciences Reform Act of 2002. The Board advises the Director of the Institute of Education Sciences (IES) on the establishment of activities to be supported by the Institute, on the funding of applications for grants, contracts, and cooperative agreements for research after the completion of peer review, and reviews and evaluates the work of the Institute. On January 23 at 1:30 p.m., the Board will receive an update from the Director of IES on the

work of the Institute and its short and long-term goals. At 3 p.m., Alex Nock, Director of the Commission on No Child Left Behind, will discuss the role of research and evaluation in the reauthorization of the No Child Left Behind Act and the Education Sciences Reform Act.

On January 24, after a review of the prior day's activities the meeting will be closed to the public from 9:15 a.m.-10 a.m. under exemptions (2) and (6) of the Section 552b(c) of Title 5 U.S.C. The Board will discuss internal personnel issues relating to filling the positions of chairperson and executive director. After a 15-minute break, the Board will resume in open session at 10:15 a.m. At that time, the contractor chosen to conduct an evaluation of IES will give a presentation. This portion of the meeting will last until 11:30 a.m. The Board will hear a presentation by Dr. Mark Schneider, Commissioner of the National Center for Education Statistics from 11:30 a.m. to 12:15 p.m., followed by the Board's annual ethics briefing. From 1 p.m. to 2 p.m. the Board will hear reports from its subcommittees and consider next steps for its work in FY 2007. The meeting will adjourn at 2 p.m. A final agenda will be available from Mary Grace Lucier on January 12, 2007.

A summary of the activities at the closed session and related matters which are informative to the public consistent with the policy of Title 5 U.S.C. 552b(c) will be available to the public. Records will be kept of all Board proceedings and will be available for public inspection at the office of the National Board for Education Sciences, Room 627H, 555 New Jersey Ave., NW., Washington, DC 20208.

Dated: January 3, 2007.

**Grover J. Whitehurst,***Director, Institute of Education Sciences.*

[FR Doc. 07-16 Filed 1-8-07; 8:45 am]

**BILLING CODE 4000-01-M****ELECTION ASSISTANCE COMMISSION****Information Collection Activity; Study  
of Alternative Voting Methods****AGENCY:** Election Assistance Commission (EAC).**ACTION:** Notice; request for comments.**SUMMARY:** The EAC, as part of its continuing effort to reduce paperwork and respondent burden in accordance with the Paperwork Reduction Act of 1995, invites the general public and other Federal agencies to take this opportunity to comment on a proposed

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information collection. Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents. Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

**DATES:** Written comments must be submitted on or before March 9, 2007.

**ADDRESSES:** Submit comments and recommendations on the proposed information collection in writing to the U.S. Election Assistance Commission, 1225 New York Avenue, NW., Suite 1100, Washington, DC 20005, ATTN: Ms. Laiza N. Otero (or via the Internet at [lotero@eac.gov](mailto:lotero@eac.gov)).

**FOR FURTHER INFORMATION CONTACT:** To request more information on this proposed information collection or to obtain a copy of the survey, please write to the above address or call Ms. Laiza N. Otero at (202) 566-3100. You may also view the proposed collection instrument by visiting our Web site at <http://www.eac.gov>.

**SUPPLEMENTARY INFORMATION:**

*Title:* Study of Alternative Voting Methods.

*OMB Number:* Pending.

*Type of Review:* Regular submission.

*Needs and Uses:* Section 241 of the Help America Vote Act (HAVA) requires the U.S. Election Assistance Commission (EAC) to periodically study election administration issues with the goal of promoting voting methods and improving election administration. Section 241(b)(10) instructs the EAC to study the feasibility and advisability of conducting elections for Federal office on different days, at different places, and during different hours. In addition, it recommends the study include a discussion of the advisability of establishing a uniform poll closing time and establishing:

(A) A legal public holiday under section 6103 of title 5 United States Code, as the date on which general elections for Federal office are held;

(B) The Tuesday after the 1st Monday in November, in every even numbered

year, as a legal public holiday under such section;

(C) A date other than the Tuesday next after the 1st Monday in November, in every even numbered year as the date on which general elections for Federal office are held; and

(D) Any date described in subparagraph (C) as a legal public holiday under such section.

To provide information to the States and the Congress on the feasibility and advisability of using alternative days, times, and places to conduct Federal elections, the EAC seeks to survey voters to better understand their motivations and perceptions of impediments to voting. The survey will provide insights into the public's perceptions of particular aspects of the voting process.

*Affected Public:* Citizens.

*Number of Respondents:* 3,000.

*Responses per Respondent:* 1.

*Estimated Burden per Response:* .25 hours.

*Estimated Total Annual Burden Hours:* 750 hours.

*Frequency:* One time collection.

Information will be collected through a statistically valid survey of 3,000 registered voters to determine how they currently respond to alternative voting methods (if in a State that offers them) or would respond to alternative voting methods (if in a State that does not allow them). The survey will be representative of the 50 States, the District of Columbia, and U.S. territories. The topics that will be explored include, but are not limited to:

- a. Voting by mail
- b. Voting at a consolidated polling center
- c. Voting online
- d. Voting earlier/later on Election Day
- e. Voting on weekend day
- f. Voting on day other than first Tuesday in November
- g. Making the day on which Federal elections are held a Federal holiday
- h. No alternative voting method, prefer status quo

The survey will gather data regarding each respondent's background. Background information will include, but is not limited to, (1) Respondents' voter registration history, (2) respondents' voting history, and (3) standard demographic questions covering (age, ethnicity, education, employment status, and income bracket).

**Thomas R. Wilkey,**

*Executive Director, U.S. Election Assistance Commission.*

[FR Doc. 07-27 Filed 1-8-07; 8:45 am]

**BILLING CODE 6820-KF-M**

**DEPARTMENT OF ENERGY**

**Environmental Management Site-Specific Advisory Board, Savannah River Site**

**AGENCY:** Department of Energy.

**ACTION:** Notice of open meeting.

**SUMMARY:** This notice announces a meeting of the Environmental Management Site-Specific Advisory Board (EM SSAB), Savannah River Site. The Federal Advisory Committee Act (Pub. L. 92-463, 86 Stat. 770) requires that public notice of this meeting be announced in the **Federal Register**.

**DATES:** Monday, January 22, 2007, 1 p.m.-5 p.m.; Tuesday, January 23, 2007, 8:30 a.m.-4 p.m.

**ADDRESSES:** Crowne Plaza, 130 Shipyard Dr., Hilton Head, SC 29928.

**FOR FURTHER INFORMATION CONTACT:** Gerri Flemming, Closure Project Office, Department of Energy Savannah River Operations Office, P.O. Box A, Aiken, SC 29802; Phone: (803) 952-7886.

**SUPPLEMENTARY INFORMATION:**

*Purpose of the Board:* The purpose of the Board is to make recommendations to DOE in the areas of environmental restoration, waste management, and related activities.

**Tentative Agenda**

*Monday, January 22, 2007*

1 p.m. Combined Committee Session  
5 p.m. Adjourn

*Tuesday, January 23, 2007*

8:30 a.m. Approval of Minutes,  
Agency Updates  
9:45 a.m. Public Comment Session  
10 a.m. Chair and Facilitator Update  
10:45 a.m. Strategic & Legacy  
Management Committee Report  
11:45 a.m. Public Comment Session  
12 p.m. Lunch Break  
1 p.m. Nuclear Materials Committee  
Report  
1:30 p.m. Waste Management  
Committee Report  
2 p.m. Public Comment Session  
2:15 p.m. Facility Disposition & Site  
Remediation Committee Report  
3 p.m. Administrative Committee  
Report  
4 p.m. Adjourn

If needed, time will be allotted after public comments for items added to the agenda and administrative details. A final agenda will be available at the meeting Monday, January 22, 2007.

*Public Participation:* The meeting is open to the public. Written statements may be filed with the Board either before or after the meeting. Individuals who wish to make oral statements

010235



Laiza N. Otero/EAC/GOV

03/12/2007 04:09 PM

To Karen Lynn-Dyson/EAC/GOV@EAC

cc

bcc

Subject Alternative Voting Methods Study

Karen,

The last day for public comments regarding the Alternative Voting Methods survey instrument posted on 1/9/2007 has passed (last day was March 9, 2007). To proceed with clearance, the Contractor should finalize the survey instrument (incorporate all comment, make revisions, etc.). Then they must publish it on the Federal Register once more for 30 days and submit the ICR package to OMB. The OMB package includes:

Contractor Responsibilities - prepare all information and supporting documents required for the submission package

- Provide IC instrument in its final form

- Information on OMB Form 83-I

- Supporting Statement A – joint Privacy Impact Assessment (PIA)

- Supporting Statement B (if using statistical methods)

- Copy of 60-day Federal Register Notice

- Copy of 30-day Federal Register Notice

- Summary of public comments received, including actions in response to the comments.

- Copy of public comments received

- Copies of pertinent statutory authority and regulation

EAC Responsibilities:

- Review and approve documents prepared by Contractor

- Submit ICR package to OMB via their online ROCIS system

The same applies to the focus groups for the free absentee postage study. As always, I am happy to provide you the necessary information to get these studies through PRA. For sample ICR submissions, one can go to: <http://www.reginfo.gov/public/do/PRAMain>).

Laiza



Template for Supporting Statement A.doc



Template for Supporting Statement B.doc



OMB 83-I form.pdf



INSTRUCTIONS FOR THE SUPPORTING STATEMENT.doc

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**Supporting Statement A:**  
**OMB Control Number: xxxx-xxxx**  
**U.S. Election Assistance Commission**  
**Name of Study**

**A. JUSTIFICATION**

1. Explain the circumstances that make the collection of information necessary.
2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.
3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.
4. Describe efforts to identify duplication.
5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.
6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.
7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

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8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

12. Provide an estimate in hours of the burden of the collection of information.

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).

14. Provide estimates of annualized cost to the Federal government.

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15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.

16. For collections whose results will be published, outline the plans for tabulation and publication.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

**Supporting Statement B:**  
**OMB Control Number: xxxx-xxxx**  
**U.S. Election Assistance Commission**  
**Name of Study**

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

*(If your collection does not employ statistical methods, just say that and delete the following five questions from the format.)*

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.**
  
- 2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.**
  
- 3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.**
  
- 4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.**

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**5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

# PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request	2. OMB control number <span style="float: right;">b. <input type="checkbox"/> None</span> a. _____
3. Type of information collection (check one) a. <input type="checkbox"/> New collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension, without change, of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number	4. Type of review requested (check one) a. <input type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by: ____/____/____ c. <input type="checkbox"/> Delegated
3a. Public Comments Has the agency received public comments on this information collection? <div style="text-align: center;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No                 </div>	5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Requested expiration date a. <input type="checkbox"/> Three years from approval date    b. <input type="checkbox"/> Other Specify: ____/____/____	
7. Title	
8. Agency form number(s) (if applicable)	
9. Keywords	
10. Abstract	
11. Affected public (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Individuals or households                      d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit                      e. <input type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions                      f. <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual reporting and recordkeeping hour burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Application for benefits                      e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation                      f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics                      g. <input type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting (check all that apply) a. <input type="checkbox"/> Recordkeeping                      b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion    2. <input type="checkbox"/> Weekly                      3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly        5. <input type="checkbox"/> Semi-annually    6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially        8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods? <div style="text-align: center;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No                 </div>	18. Agency contact (person who can best answer questions regarding the content of this submission)  Name: _____  Phone: _____

## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions.  
*The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

# Instructions For Completing OMB Form 83-I

Please answer all questions and have the Senior Official or designee sign the form. These instructions should be used in conjunction with 5 CFR 1320, which provides information on coverage, definitions, and other matters of procedure and interpretation under the Paperwork Reduction Act of 1995.

## 1. Agency/Subagency originating request

Provide the name of the agency or subagency originating the request. For most cabinet-level agencies, a subagency designation is also necessary. For non-cabinet agencies, the subagency designation is generally unnecessary.

## 2. OMB control number

- If the information collection in this request has previously received or now has an OMB control or comment number, enter the number.
- Check "None" if the information collection in this request has not previously received an OMB control number. Enter the four digit agency code for your agency.

## 3. Type of information collection (check one)

- Check "New collection" when the collection has not previously been used or sponsored by the agency.
- Check "Revision" when the collection is currently approved by OMB, and the agency request includes a material change to the collection instrument, instructions, its frequency of collection, or the use to which the information is to be put.
- Check "Extension" when the collection is currently approved by OMB, and the agency wishes only to extend the approval past the current expiration date without making any material change in the collection instrument, instructions, frequency of collection, or the use to which the information is to be put.
- Check "Reinstatement without change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is no change to the collection.
- Check "Reinstatement with change" when the collection previously had OMB approval, but the approval has expired or was withdrawn before this submission was made, and there is change to the collection.
- Check "Existing collection in use without OMB control number" when the collection is currently in use but does not have a currently valid OMB control number.

## 4. Type of review requested (check one)

- Check "Regular" when the collection is submitted under 5 CFR 1320.10, 1320.11, or 1320.12 with a standard 60 day review schedule.
- Check "Emergency" when the agency is submitting the request under 5 CFR 1320.13 for emergency processing and provides the required supporting material. Provide the date by which the agency requests approval.
- Check "Delegated" when the agency is submitting the collection under the conditions OMB has granted the agency delegated authority.

## 5. Small entities

Indicate whether this information collection will have a significant impact on a substantial number of small entities. A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; or (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000.

## 6. Requested expiration date

- Check "Three years" if the agency requests a three year approval for the collection.
- Check "Other" if the agency requests approval for less than three years. Specify the month and year of the requested expiration date.

## 7. Title

Provide the official title of the information collection. If an official title does not exist, provide a description which will distinguish this collection from others.

## 8. Agency form number(s) (if applicable)

Provide any form number the agency has assigned to this collection of information. Separate each form number with a comma.

## 9. Keywords

Select and list at least two keywords (descriptors) from the "Federal Register Thesaurus of Indexing Terms" that describe the subject area(s) of the information collection. Other terms may be used but should be listed after those selected from the thesaurus. Separate keywords with commas. Keywords should not exceed two lines of text.

## 10. Abstract

Provide a statement, limited to five lines of text, covering the agency's need for the information, uses to which it will be put, and a brief description of the respondents.

## 11. Affected public

Mark all categories that apply, denoting the primary public with a "P" and all others that apply with "X."

## 12. Obligation to respond

Mark all categories that apply, denoting the primary obligation with a "P" and all others that apply with "X."

- Mark "Voluntary" when the response is entirely discretionary and has no direct effect on any benefit or privilege for the respondent.
- Mark "Required to obtain or retain benefits" when the response is elective, but is required to obtain or retain a benefit.
- Mark "Mandatory" when the respondent must reply or face civil or criminal sanctions.

## 13. Annual reporting and recordkeeping hour burden

- Enter the number of respondents and/or recordkeepers. If a respondent is also a recordkeeper, report the respondent only once.
- Enter the number of responses provided annually. For recordkeeping as compared to reporting activity, the number of responses equals the number of recordkeepers.
  - Enter the estimated percentage of responses that will be submitted/collected electronically using magnetic media (i.e., diskette), electronic mail, or electronic data interchange. Facsimile is **not** considered an electronic submission.
- Enter the total annual recordkeeping and reporting hour burden.
- Enter the burden hours currently approved by OMB for this collection of information. Enter zero (0) for any new submission or for any collection whose OMB approval has expired.
- Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parentheses.
- Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.
  - "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revision of existing collections (e.g., the addition or deletion of questions) are recorded as program changes.
  - "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimates or action not controllable by the Federal government are recorded as adjustments.

## 14. Annual reporting and recordkeeping cost burden (in thousands of dollars)

The costs identified in this item must exclude the cost of hour burden identified in Item 13.

- Enter the total dollar amount of annualized cost for all respondents of any associated capital or start-up costs.
- Enter recurring annual dollar amount of cost for all respondents associated with operating or maintaining systems or purchasing services.
- Enter total (14.a. + 14.b.) annual reporting and recordkeeping cost burden.
- Enter any cost burden currently approved by OMB for this collection of information. Enter zero (0) if this is the first submission after October 1, 1995.
- Enter the difference by subtracting line d from line c. Record a negative number (d larger than c) within parenthesis.
- Explain the difference. The difference in line e must be accounted for in lines f.1. and f.2.
  - "Program change" is the result of deliberate Federal government action. All new collections and any subsequent revisions or changes resulting in cost changes are recorded as program changes.

f.2. "Adjustment" is a change that is not the result of a deliberate Federal government action. Changes resulting from new estimations or actions not controllable by the Federal government are recorded as adjustments.

#### 15. Purpose of information collection

Mark all categories that apply, denoting the primary purpose with a "P" and all others that apply with "X."

a. Mark "Application for benefits" when the purpose is to participate in, receive, or qualify for a grant, financial assistance, etc., from a Federal agency or program.

b. Mark "Program evaluation" when the purpose is a formal assessment, through objective measures and systematic analysis, of the manner and extent to which Federal programs achieve their objectives or produce other significant effects.

c. Mark "General purpose statistics" when the data is collected chiefly for use by the public or for general government use without primary reference to the policy or program operations of the agency collecting the data.

d. Mark "Audit" when the purpose is to verify the accuracy of accounts and records.

e. Mark "Program planning or management" when the purpose relates to progress reporting, financial reporting and grants management, procurement and quality control, or other administrative information that does not fit into any other category.

f. Mark "Research" when the purpose is to further the course of research, rather than for a specific program purpose.

g. Mark "Regulatory or compliance" when the purpose is to measure compliance with laws or regulations.

#### 16. Frequency of recordkeeping or reporting

Check "Recordkeeping" if the collection of information explicitly includes a recordkeeping requirement.

Check "Third party disclosure" if a collection of information includes third-party disclosure requirements as defined by 1320.3(c).

Check "Reporting" for information collections that involve reporting and check the frequency of reporting that is requested or required of a respondent. If the reporting is on "an event" basis, check "On occasion."

#### 17. Statistical methods

Check "Yes" if the information collection uses statistical methods such as sampling or imputation. Generally, check "No" for applications and audits (unless a random auditing scheme is used). Check "Yes" for statistical collections, most research collections, and program evaluations using scientific methods. For other types of data collection, the use of sampling, imputation, or other statistical estimation techniques should dictate the response for this item. Ensure that supporting documentation is provided in accordance with Section B of the Supporting Statement.

#### 18. Agency contact

Provide the name and telephone number of the agency person best able to answer questions regarding the content of this submission.

#### 19. Certification for Paperwork Reduction Act Submissions

The Senior Official or designee signing this statement certifies that the collection of information encompassed by the request complies with 5 CFR 1320.9. Provisions of this certification that the agency cannot comply with should be identified here and fully explained in item 18 of the attached Supporting Statement. NOTE: The Office that "develops" and "uses" the information to be collected is the office that "conducts or sponsors" the collection of information. (See 5 CFR 1320.3(d)).

## Certification Requirement for Paperwork Reduction Act Submissions

5 CFR 1320.9 reads "As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information--

"(a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;

"(b) is not unnecessarily duplicative of information otherwise reasonably accessible to the agency;

"(c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. § 601(6)), the use of such techniques as:

"(1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

"(2) the clarification, consolidation, or simplification of compliance and reporting requirements; or collections of information, or any part thereof;

"(3) an exemption from coverage of the collection of information, or any part thereof;

"(d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;

"(e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;

"(f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;

"(g) informs potential respondents of the information called for under §1320.8(b)(3); [see below]

"(h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;

"(i) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and

"(j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public."

NOTE: 5 CFR 1320.8(b)(3) requires that each collection of information:

"(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of:

"(i) the reasons the information is planned to be and/or has been collected;

"(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

"(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

"(iv) whether responses to the collection of information are voluntary, require to obtain or retain a benefit (citing authority) or mandatory (citing authority);

"(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

"(vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."

# Supporting Statement for Paperwork Reduction Act Submissions

## General Instructions

A Supporting Statement, including the text of the notice to the public required by 5 CFR 1320.5(a)(i)(iv) and its actual or estimated date of publication in the Federal Register, must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below, and must contain the information specified in Section A below. If an item is not applicable, provide a brief explanation. When Item 17 of the OMB Form 83-I is checked "Yes", Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

## Specific Instructions

### A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.
2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.
3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.
4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.
5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.
6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.
7. Explain any special circumstances that would cause an information collection to be conducted in a manner:
  - \* requiring respondents to report information to the agency more often than quarterly;
  - \* requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
  - \* requiring respondents to submit more than an original and two copies of any document;

- \* requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- \* in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- \* requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- \* that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- \* requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information

is requested, and any steps to be taken to obtain their consent.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- \* Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- \* If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

- \* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

- \* The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

- \* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use

existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

\* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

#### **B. Collections of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:

- \* Statistical methodology for stratification and sample selection,
- \* Estimation procedure,
- \* Degree of accuracy needed for the purpose described in the justification,
- \* Unusual problems requiring specialized sampling procedures, and
- \* Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

## **INSTRUCTIONS FOR THE SUPPORTING STATEMENT:**

**GENERAL INSTRUCTIONS** -Each request for OMB approval of an information collection must include a Supporting Statement prepared in the format described below. The quality of the Supporting Statement is a key factor in whether approval is obtained. If an item is not applicable, provide a brief explanation. All Statements must respond to the items in Section A; if Section B does not apply, state that the collection will not employ statistical methods. If Item 17 of the OMB 83-I was checked "Yes", then Section B must be completed. Electronic formats for the Supporting Statement are available [here](#).

Attach copies of any forms or other instruments used to obtain the information from the public. Collection forms must display the required public notification information described in Preambles, under PRA Guidance.

Your Supporting Statement should repeat the underlined portions of each item below. These are already provided on the electronic format available on this site.

### **SPECIFIC INSTRUCTIONS** -

#### **1. Explain the circumstances that make the collection of information necessary.**

Include a citation and brief description of any statute or executive order that requires the collection, as well as any regulations on which revisions are based, if applicable. Copies of statutes mandating or authorizing a collection must be included with all a submissions. Provide some background information on the program and describe how the collection supports it. Detail any specific program problems you hope to resolve.

If NOAA is already collecting information from the same universe of respondents, briefly describe these collections and how they relate to the proposed collection. Every practical effort should be made to consolidate requirements on the same respondents, and the Supporting Statement should reflect that this has been done. If collections have very similar questions, you may wish to describe the relationship in Item 4, rather than in Item 1.

#### **2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

For all but "New" collection requests, indicate the actual use NOAA has made of the information received. This explanation of the proposed and any past use of the information is a key one and must be detailed. *Do not just make general statements about the overall use of the information, but address the specific items of information being collected. You should deal individually with each question or type of question being asked in your survey or on your form unless the purpose of the question is obvious to someone not familiar with your program.* One of OMB's key standards under the Paperwork Reduction Act is whether the information has "practical utility"; you must demonstrate that you will be using all of the information collected for a practical and necessary program purpose.

In response to Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554), NOAA has issued guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information

disseminated by NOAA; and established administrative mechanisms allowing affected persons to seek and obtain correction of information that does not comply with applicable guidelines.

As a result of the Section 515 requirements and resulting guidelines, you need to do the following: (1) become familiar with the NOAA Information Quality Guidelines and determine whether they could apply to your collection; and (2) if they do apply (e.g. the information collected will be disseminated to the public or used to support information that will be disseminated to the public), explain at the end of #2 how the information collected complies with applicable Information Quality Guidelines.

The following statement would be applicable when the Guidelines do apply: It is anticipated that the information collected will be disseminated to the public or used to support publicly disseminated information. As explained in the preceding paragraphs, the information gathered has utility. NOAA (*insert line office or program name*) will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response #10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to Section 515 of Public Law 106-554.

If you do not plan to disseminate the information, or use it to support information that will be disseminated, explicitly state this in the answer: As explained in the preceding paragraphs, the information gathered has utility. NOAA Fisheries will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response #10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Although the information collected is not expected to be disseminated directly to the public, results may be used in scientific, management, technical or general informational publications. Should NOAA (*insert line office*) decide to disseminate the information, it will be subject to the quality control measures and pre-dissemination review pursuant to Section 515 of Public Law 106-554.

If the collection involves *vessel or gear marking only*, state simply that "The information collected will not be disseminated to the public, as it consists solely of marking gear and/or vessels with the appropriate vessel or permit number. This information is not submitted to NMFS." You should always address the quality of information guidelines per one of the three scenarios above. It is critical that your collection complies with the Guidelines if they are applicable, since failure to do so can open Fishery Management Plans and other actions to legal challenge.

Finally, OMB has standards for asking questions about race or ethnicity. If you ask such questions, you must comply with those standards.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.**

Explain the basis for the decision for adopting this means of collection. Also describe

any consideration you have given or are giving to the use of improved information technology to reduce the burden on the public. You must address the following:

- a. Is the electronic submission of responses allowed\*
- b. If a form is involved, is it available for public printing off the Internet\*
- c. Will the results of the information collection be made available to the public over the Internet? If the answer to any of those questions is "no", are there plans to do so? Why not?

*Note: even in the best of scenarios, with all respondents having easy internet access, and all your forms being fillable on line, you would not state on the 83-I, #13(b)1, "100 %", as this would imply that should a respondent NOT be able to use electronic means, there would not be an alternative available. A separate aspect of the question is your use of technology. This is of particular concern in the case of interviews. Will your interviewers use laptops or other computers to directly enter the answers being provided? If not, why not?*

**4. Describe efforts to identify duplication.**

Describe your efforts to identify duplication with other collections which may be gathering the same or similar information. If the same or similar information is available, describe why it cannot be used or modified for the purposes described in "2" above.

**5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

If the collection will have a significant impact on small entities such as small businesses, organizations, or government bodies (see the instruction above for Item 5 of the OMB 83-I), describe the methods used to minimize the burden on them.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

Address both parts of the question: not conducting the collection AND doing it less frequently. Generally one or two paragraphs is sufficient.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.** See Attachment 1 and explain the need for any inconsistencies in your collection.

**\* All NMFS forms must be made available to the public as "fillable and printable" in the NMFS forms portal. Therefore, unless another electronic means such as an online web affiliation is available, you must respond that the forms and related instructions are available to the public on the Internet and can be completed online and printed.**

**8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.** Specifically address comments

received on the estimated cost and hour burden. If you are submitting the request in association with a Notice of Proposed Rulemaking, state that comment is being solicited in the proposed rule.

Re "Describe your efforts . . .", *consultation with representatives of those being affected should occur at least once every three years, even if the collection has not changed.* If circumstances prevent this consultation, describe them, but please note that OMB is emphasizing the need for such consultations. Do not list consultations done more than 3 years ago.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

OMB is generally opposed to payments or gifts for information submissions, so if you are proposing to do so provide a good justification for it.

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

You must cite a specific authority for promising confidentiality. 1. For many NMFS PRAs, section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*) may apply: <http://www.nmfs.noaa.gov/sfa/magact/mag4.html#s4022>.

If the Privacy Act (5 USC 552a) applies to a collection, it can be used as a statutory authority for confidentiality: <http://www.privacy.gov.au/act/privacyact/>. If there is another appropriate statutory authority in addition to the privacy act, it is best to cite that authority. However, if the Privacy Act applies, compliance is still necessary (see below). This Act generally applies if the information collected will be stored, and retrievable by, identifiable individual. This Act, as described in an OMB PRA training, "governs the collection, maintenance, disclosure of information from or about identifiable individuals (not statistical or aggregate information)." *For these purposes, corporations are NOT considered to be individuals, but persons acting as or for corporations are still considered individuals.*

If an information collection falls under this Act, a "system of records" must be published in the Federal Register, which describes how and where the information is stored, and how it is secured. . If a system of records already exists under which this collection would fall, then you do not need to go through this process. For instance, NOAA has a general fishery statistics system of records, NMFS Alaska Region has a permits system of records, and the NMFS Northwest Region's permits system of records is pending DOC approval.. A summary of the information in the system of records description - a Privacy Act Statement - must be posted on each form related to the collection. The [NOAA Privacy Act homepage](#) provides links to tutorials and instructions related to the Act, as well as a list of NOAA systems of records (which, however, may not be current). The NOAA PRA Clearance Officer can work with you to determine the applicability of the Privacy Act, and how to make your collection compliant if it is determined to be applicable.

If you request a respondent's social security number, this Privacy Act note (Section 7(a)(1) applies: *Any Federal, State or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.* You must also cite the statutory authority for requiring the SSN. Generally, this will be the Debt Collection Improvement Act, 31 U.S.C. 7701(c)(1), which provides that: "the head of

each Federal agency shall require each person doing business with that agency to furnish that agency such person's taxpayer identification number (*usually the SSN*). Further, at 31 U.S.C. 7701 (c)(2)(B): "For purposes of the subsection, a person shall be considered doing business with a Federal agency if the person is an applicant for, or recipient of, a Federal license, permit, right of way, grant or benefit payment administered by the agency...."

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

The justification should include the reasons why the questions are necessary, the specific uses for the information, the explanation to be given to the respondents, and any steps taken to obtain their consent.

*Note on the following two questions: You may present burden hour and cost estimates from Items 12 and 13 in a single table, making sure to separate "labor costs" from 12 and "recordkeeping and reporting" costs from 13 into separate, clearly labeled columns! See the sample table format, with two types of types of response that might be found in a NMFS collection. The hour and dollar amounts are examples only, not necessarily accurate for your purposes.*

**12. Provide an estimate in hours of the burden of the collection of information.**

This question corresponds most closely to #13 on the 83-I but also asks for the labor cost per burden hour. Although this submission may be a revision to an approved collection, and thus describes only the new or changed requirements in Question 2, this answer should state the total new burden hours and how much this figure is increased/decreased from the previous burden (if any) for the requirement. a. The statement must provide the number of respondents expected annually, the frequency of their responses, the total number of responses expected, the average response time per respondent, and the total annual response time (in hours) for the collection. Response time includes not only the time necessary to complete the form or answer the questions, but also the time needed to gather the information (unless it was already being gathered for other purposes), have it reviewed by lawyers or accountants, etc. Explain how you arrived at these estimates.

b. Remember that figures should be annualized. For example, if a permit will be valid for three years, and you expect 300 respondents the first year and none the second and third years, use the average of 100 respondents. If the burden per response is expected to vary widely, show the expected range of responses and explain the variance.

c. If the collection will involve more than one form, provide burden estimates for each form.

d. Provide estimates of annualized labor cost to respondents for the hour burden for the collection, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for the collecting the information should not be included here (see Item 14 below).

**13. Provide an estimate of the total annual recordkeeping/reporting cost burden to the respondents resulting from the collection (excluding the value of the burden hours in #12 above).**

This bears repeating - do NOT include the labor cost (wage equivalent) of the burden hours described in Question 12 (above). The information required here corresponds

to that in #14 on the 83-I.

The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. The total figure should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life), *if applicable*; and (b) a total operations, maintenance, and purchase of services components.

a. Capital and start-up costs, averaged over the three-year collection period, include among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment; and record storage facilities.

(1) If cost estimates are expected to vary widely (e.g. based on choice of equipment vendor), present ranges of cost burden and explain the reasons for the variance, but in your final figures use ~~the~~ highest estimate.

(2) Generally, estimates should *not* include purchases of equipment or services, or portions thereof, made: (a) to achieve regulatory compliance with requirements *not associated with the information collection*, (b) for reasons other than to provide information or keep records for the government, or (c) as part of customary and usual business of private practices.

b. Operations and maintenance costs include the costs of mailing, faxing or calling in information, making paper copies, and electronic transmission from vessel monitoring systems. Paint and brushes for vessel and gear marking would also fall under this category. Regular maintenance of any equipment whose initial costs fall under "capital and start-up" would also belong here.

**14. Provide estimates of annualized cost to the Federal government.**

Include here a description of the method used to estimate costs to the Federal government, which should show the quantification of hours, operational expenses (such as equipment, overhead, printing, and staff support), and any other expense which would not have been incurred without this collection of information.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

Program changes are new collections or changes in requirements. Adjustments are re-estimates of the number of respondents, responses and/or the response times for *existing* requirements. Please be more specific than, e.g. "Changes were due to the requirement that \_\_\_\_"). List at least net changes and the specific reasons for them, e.g. "Increased reporting/recordkeeping costs are due to the capital costs of vessel monitoring systems".

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

Address any complex analytical techniques that will be used.

Provide a time schedule for the collection, publication, and other actions. Also, will the results of the collection be made available on your organization's Home Pages? If not, why not?

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

Self-explanatory.

**18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.**

Self-explanatory. There are virtually never exceptions.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

***If your collection does not employ statistical methods, just say that and delete the following five questions from the format –UNLESS your proposed information collection is a survey. OMB has recently clarified that Part B must be completed for all survey requests, whether or not statistical analysis will be applied. In addition to statistical analysis, Part B addresses the description of the target group of respondents, the sampling plan, and plans to maximize response rates and address non-response.***

When Item 17 of the OMB 83-I is checked "Yes", the following documentation should be provided to the extent that it applies to the methods proposed. Please see this document for OMB's guidance on surveys

**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved. Note: response rate means: Of those in your respondent sample, from what percentage do you expect to get the required information (if this is not a mandatory collection). The nonrespondents would include those you could not contact, as well as those you contacted but who refused to give the information.**

**2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

If you are selecting a uniform respondent universe, you may be using simply a random numbers table to select a sample.

- Stratified sampling is often used when the sampling population can be split into non-overlapping strata that individually are more homogeneous than the population as a whole (e.g. gender and age groups). If there are no obvious "dividing lines", grid lines can be used to divide the population. Random samples are taken from each stratum (or class) and the results are combined to estimate a population mean. Stratified sampling is most successful when the variance within each stratum is less than the overall variance of the

population (Christopher and Schmitt, Environmental Monitoring and Sampling Primer, 1997:  
<http://ewr.cee.vt.edu/environmental/teach/smprimer/design/sample.html#stratified>

**3. Describe the methods used to maximize response rates and to deal with nonresponse. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.** Any aspect of your plan which makes it easier and more attractive to comply with the request for information, would tend to maximize response rate:

- This would include such steps as pre-notification and various types of follow-up with those who did not respond at the first opportunity.
- Making the questions as simple and brief as possible is also important.
- Already having a good working relationship with this group would also be important, as would the group's perception that actions based on the information collected would be helpful to them.

A lower response rate than 75% would definitely require a plan to address nonresponse, according to OMB's standards. This means that a large enough number of respondents didn't give information so that there is a possibility that their answers as a group might have differed significantly from those who did respond. Following up with nonrespondents – resending surveys or sending a shorter version of the survey, trying a phone interview if possible, etc. are all effective strategies.

**4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval under the Paperwork Reduction Act.** Pilot surveys of 10 or more are often conducted, and must go through the PRA approval process.

**5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.** Self-explanatory.

#### **ATTACHMENT 1: INFORMATION THAT MUST BE DISPLAYED ON FORMS USED TO COLLECT INFORMATION FROM THE PUBLIC**

Certain information has to be provided to the public for an OMB approval to be valid. Any approved information collection form must display the OMB control number assigned upon approval and the expiration date for current OMB approval. Potential respondents also have to be provided with notice of the following, although the information can be placed in a cover letter or instructions instead of on the survey form itself:

1. The policy reasons for collecting the information.
2. The way in which the information will be used to further performance of agency functions.
3. An estimate of the average burden using the following format: Public reporting burden for this collection of information is estimated to average \_\_\_\_\_ hours (or

minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to (name and address of sponsoring office).

4. Whether responses to the collection are voluntary, required to obtain or retain a benefit [citing the authority], or mandatory [citing the authority].

5. The nature and extent of confidentiality to be provided, if any [citing the authority].

6. The following sentence - "Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number."

All forms submitted for approval must display this information. For new collections, when neither control number or expiration date is available at the time of submission, you must indicate where this information will be placed on the final form. This is usually done by placing "OMB Control # \_\_\_\_" and "Expires \_\_\_\_" in the upper right-hand corner of the form.

***NOTE: if information is being collected through a telephone survey, the above information INCLUDING the OMB Control Number must be conveyed orally to the respondent (in addition to any written or emailed notice).***



Laiza N. Otero/EAC/GOV

03/16/2007 10:54 AM

To

cc klynndyson@eac.gov

bcc

Subject Fw: Alternative Voting Methods Study

-----Forwarded by Laiza N. Otero/EAC/GOV on 03/16/2007 10:51AM -----

To: Karen Lynn-Dyson/EAC/GOV@EAC  
From: Laiza N. Otero/EAC/GOV  
Date: 03/12/2007 04:09PM  
Subject: Alternative Voting Methods Study

Karen,

The last day for public comments regarding the Alternative Voting Methods survey instrument posted on 1/9/2007 has passed (last day was March 9, 2007). To proceed with clearance, the Contractor should finalize the survey instrument (incorporate all comment, make revisions, etc.). Then they must publish it on the Federal Register once more for 30 days and submit the ICR package to OMB. The OMB package includes:

Contractor Responsibilities - prepare all information and supporting documents required for the submission package

Provide IC instrument in its final form

Information on OMB Form 83-I

Supporting Statement A – joint Privacy Impact Assessment (PIA)

Supporting Statement B (if using statistical methods)

Copy of 60-day Federal Register Notice

Copy of 30-day Federal Register Notice

Summary of public comments received, including actions in response to the comments.

Copy of public comments received

Copies of pertinent statutory authority and regulation

EAC Responsibilities:

Review and approve documents prepared by Contractor

Submit ICR package to OMB via their online ROCIS system

The same applies to the focus groups for the free absentee postage study. As always, I am happy to provide you the necessary information to get these studies through PRA. For sample ICR submissions, one can go to: <http://www.reginfo.gov/public/do/PRAMain>).

Laiza



Template for Supporting Statement A.doc



Template for Supporting Statement B.doc



OMB 83-I form.pdf

010258



INSTRUCTIONS FOR THE SUPPORTING STATEMENT.doc

010259

Karen Lynn-Dyson/EAC/GOV  
04/09/2007 05:52 PM

To [REDACTED]  
cc lotero@eac.gov  
bcc  
Subject Re: Fwd: Alternative Voting OMB Package [REDACTED]

I don't believe so.  
Thanks for sending it along.

Karen Lynn-Dyson  
Research Director  
U.S. Election Assistance Commission  
1225 New York Avenue, NW Suite 1100  
Washington, DC 20005  
tel:202-566-3123

[REDACTED]  
04/09/2007 05:48 PM

To lotero@eac.gov, klynndyson@eac.gov  
cc  
Subject Fwd: Alternative Voting OMB Package

This was sent last week (April 4), did you receive it?  
Ernie

-----Original Message-----

From: KBuerkle@ifes.org  
To [REDACTED]  
Sent: Wed, 4 Apr 2007 9:27 AM  
Subject: Alternative Voting OMB Package

Ernie, we revised the questionnaire to make it administrable to Puerto Rico. I believe all the needed docs for the OMB package are attached. Let me know if you have any questions.

- OMB Form 83-I
- Supporting Statement A
- Supporting Statement B

010260

- Copy of 60 day Federal Register Notice
- Copy of 30 day Federal Register Notice to be submitted to post in Register
- Summary of public comments received, including actions in response to the comments
- Copies of pertinent statutory authority and regulations (HAVA 241)
- Copy of the survey instrument

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Alternative\_Voting\_methods\_Federal\_Register\_Notice.pdf Hava\_241.doc Summary\_of\_Public\_Comments.doc



OMB\_Form\_83-I\_Alternative\_Voting\_Study.pdf Federal\_Register\_Notice\_30\_days\_alt\_vote.doc



Statements\_A\_and\_B\_Alternative\_Voting\_Study.doc Alternative\_Voting\_QQ\_with\_PR\_for\_OMB.doc

**DEPARTMENT OF EDUCATION**

[CFDA Number: 84.184H]

**Office of Safe and Drug-Free Schools;  
Grant Competition To Prevent High-  
Risk Drinking or Violent Behavior  
Among College Students****ACTION:** Correction; Notice correcting the Deadline dates.**SUMMARY:** We correct the *Deadline dates* in the notice published on December 22, 2006 (71 FR 77004).**SUPPLEMENTARY INFORMATION:** On December 22, 2006 we published a notice in the *Federal Register* inviting applications for the Grant Competition to Prevent High-Risk Drinking or Violent Behavior among College Students (71 FR 77004–77007). The Deadline dates in the notice were incorrect. The Deadline for Transmittal of Applications (as published on pages 77004 and 77005) is corrected to February 20, 2007, and the Deadline for Intergovernmental Review (as published on pages 77004 and 77005) is corrected to April 20, 2007.**FOR FURTHER INFORMATION CONTACT:** Richard Lucey, Jr., U.S. Department of Education, 400 Maryland Avenue, SW., room 3E335, Washington, DC 20202–6450. Telephone: (202) 205–5471 or by e-mail: [richard.lucey@ed.gov](mailto:richard.lucey@ed.gov).

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1–800–877–8339.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotope, or computer diskette) on request to the contact person listed in this section.

**Electronic Access to This Document:** You may view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: <http://www.ed.gov/news/fedregister>.

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1–888–293–6498; or in the Washington, DC, area at (202) 512–1530.

You may also view this document in text or PDF at the following site: <http://www.ed.gov/programs/dvphighrisk/applicant.html>.**Note:** The official version of this document is the document published in the *Federal Register*. Free Internet access to the official edition of the *Federal Register* and the Codeof Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>.

Dated: January 4, 2007.

**Deborah A. Price,***Assistant Deputy Secretary for Safe and Drug-Free Schools.*

[FR Doc. E7–105 Filed 1–8–07; 8:45 am]

**BILLING CODE 4000–01–P****DEPARTMENT OF EDUCATION****National Board for Education  
Sciences; Meeting****AGENCY:** National Board for Education Sciences; ED.**ACTION:** Notice of open meeting and a partially closed meeting.**SUMMARY:** This notice sets forth the schedule and proposed agenda of a forthcoming meeting of the National Board for Education Sciences. Notice of this meeting is required under Section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify the general public of their opportunity to attend the open portion of the meeting. Individuals who will need accommodations for a disability in order to attend the meeting (i.e., interpreting services, assistive listening devices, materials in alternative format) should notify Mary Grace Lucier at 202/219–2253 (or [Mary.Grace.Lucier@ed.gov](mailto:Mary.Grace.Lucier@ed.gov)) by January 12. We will attempt to meet requests after this date, but cannot guarantee availability of the requested accommodation. The meeting site is accessible to individuals with disabilities.**Dates:** January 23 and 24, 2007.**Time:** January 23, 1:30 to 4:30 p.m.

January 24, 9–9:15 a.m., open; 9:15 to 10 a.m., closed; 10 a.m.–2 p.m., open.

**Location:** Washington Court Hotel, 525 New Jersey Ave., NW., Washington, DC 20001, (room to be announced).**FOR FURTHER INFORMATION CONTACT:**

Mary Grace Lucier, 202/219–2253.

**SUPPLEMENTARY INFORMATION:** The National Board for Education Sciences is authorized by Section 116 of the Education Sciences Reform Act of 2002. The Board advises the Director of the Institute of Education Sciences (IES) on the establishment of activities to be supported by the Institute, on the funding of applications for grants, contracts, and cooperative agreements for research after the completion of peer review, and reviews and evaluates the work of the Institute. On January 23 at 1:30 p.m., the Board will receive an update from the Director of IES on the

work of the Institute and its short and long-term goals. At 3 p.m., Alex Nock, Director of the Commission on No Child Left Behind, will discuss the role of research and evaluation in the reauthorization of the No Child Left Behind Act and the Education Sciences Reform Act.

On January 24, after a review of the prior day's activities the meeting will be closed to the public from 9:15 a.m.–10 a.m. under exemptions (2) and (6) of the Section 552b(c) of Title 5 U.S.C. The Board will discuss internal personnel issues relating to filling the positions of chairperson and executive director. After a 15-minute break, the Board will resume in open session at 10:15 a.m. At that time, the contractor chosen to conduct an evaluation of IES will give a presentation. This portion of the meeting will last until 11:30 a.m. The Board will hear a presentation by Dr. Mark Schneider, Commissioner of the National Center for Education Statistics from 11:30 a.m. to 12:15 p.m., followed by the Board's annual ethics briefing. From 1 p.m. to 2 p.m. the Board will hear reports from its subcommittees and consider next steps for its work in FY 2007. The meeting will adjourn at 2 p.m. A final agenda will be available from Mary Grace Lucier on January 12, 2007.

A summary of the activities at the closed session and related matters which are informative to the public consistent with the policy of Title 5 U.S.C. 552b(c) will be available to the public. Records will be kept of all Board proceedings and will be available for public inspection at the office of the National Board for Education Sciences, Room 627H, 555 New Jersey Ave., NW., Washington, DC 20208.

Dated: January 3, 2007.

**Grover J. Whitehurst,***Director, Institute of Education Sciences.*

[FR Doc. 07–16 Filed 1–8–07; 8:45 am]

**BILLING CODE 4000–01–M****ELECTION ASSISTANCE COMMISSION****Information Collection Activity; Study  
of Alternative Voting Methods****AGENCY:** Election Assistance Commission (EAC).**ACTION:** Notice; request for comments.**SUMMARY:** The EAC, as part of its continuing effort to reduce paperwork and respondent burden in accordance with the Paperwork Reduction Act of 1995, invites the general public and other Federal agencies to take this opportunity to comment on a proposed

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